

## **BOARD OF TRUSTEES MEETING**

**Wednesday, October 26, 2011  
Immediately following Public Hearing on Additional Appropriation,  
which begins at 5:45 p.m.  
Meeting Room 1B**

### **AGENDA**

1. Call to Order – Kari Isaacson, President
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of September 21, 2011 Public Hearing on 2012 Budget (page 1)
  - b. Minutes of September 21, 2011 Board Meeting (page 2-6)
  - c. Minutes of October 19, 2011 Work Session (page 7-11)
  - d. Monthly Bills for Payment (page 12-17)
  - e. Monthly Financial Report (page 18-39)
  - f. Board Calendar (page 40)
  - g. Personnel Report (page 41-43)
3. Director's Report (page 44-60) and Third Quarter Report (page 61-62) – Sara Laughlin
4. Old Business
  - a. 2012 Budget (page 63-132) – action item – Gary Lettelleir
  - b. Resolution for Additional Appropriation (page 133-136) – action item – Sara Laughlin
5. New Business
  - a. Recommendation regarding meeting room charges (page 137-147) – action item – Sara Laughlin
  - b. CATS 2012 contract with Monroe County (not in packet) – action item – Michael White
  - c. CATS 2012 contract with Town of Ellettsville (page 148-149) – action item – Michael White
  - d. Leadership Development Training (page 150-158) – action item – Kyle Wickemeyer-Hardy

6. Friends of the Library Campaign for Excellence Update – John Walsh
7. Video for Chamber of Commerce Technology Trailblazer Award – Ned Baugh
8. Department Update – Collection Development (page 159-166) – Pam Wasmer
9. Public Comment
10. Adjournment

**MONROE COUNTY PUBLIC LIBRARY  
MINUTES  
PUBLIC HEARING ON BUDGET  
Wednesday, September 21, 2011**

**5:45 p.m.**

**Trustees in attendance**

Kari Isaacson, Valerie Merriam, John Walsh, Melissa Pogue, Steve Moberly

**Absent**

David Ferguson, Fred Risinger

**Also in attendance**

Sara Laughlin, Gary Lettellier, Bara Swinson, Michael White, Tom Bunger, Lisa Champelli, Rita Lichtenberg, Ned Baugh.

**Call to Order**

Kari Isaacson called the meeting to order at 5:50 p.m.

Gary Lettellier gave an overview of the proposed 2012 budget. The highlights were the top four core services of the library. He reiterated that we are still committed to offering these core services.

Gary pointed out improvements and high points from 2011:

1. installed automated material handling system.
2. continued to increase range of information that can be downloaded from website.
3. added Best Seller Express for movies and books.
4. summer reading program was successful, thanks to partnership with IU Health Bloomington Hospital, Parks and Rec, YMCA and Southern Indiana Pediatrics. and
5. usage of library continues to grow, with circulation is running 2% ahead of last year, program attendance and meeting room reservations up, and every computer in the library in use all the time.

MCPL is currently ranked third in nation.

Kari asked for public comments. Rita Lichtenburg addressed the board and expressed her concern that the library had dropped from number 2 to number 3.

**Adjournment**

Public hearing was adjourned at 6:05 p.m.

**Board of Trustees Meeting  
Wednesday, September 21, 2011  
MINUTES**

**Trustees in attendance**

Kari Isaacson, Valerie Merriam, John Walsh, Melissa Pogue, Steve Moberly

**Absent**

David Ferguson, Fred Risinger

**Also in attendance**

Sara Laughlin, Gary Lettellier, Bara Swinson, Michael White, Tom Bunger, Lisa Champelli, Rita Lichtenberg, Ned Baugh.

**Call to Order**

Kari called the regular meeting to order at 6:06 p.m.

**Consent Agenda**

The first item of discussion was the Consent Agenda including:

- a. Minutes of August 17, 2011 Board Meeting
- b. Monthly Bills for Payment
- c. Monthly Financial Report
- d. Board Calendar
- e. Personnel Report

Steve pointed out a correction on page 5 of the Minutes, “160 hours of shelf reading”. He asked if it should be shelf “weeding”? Sara stated that “reading” was correct; it involves scanning every row and making sure items are in correct call number order.

Kari pointed out a correction on page 4, “motion made by David, seconded by Kari”. Kari indicated that, as president, she could not second a motion. She asked if anyone remembered seconding that motion. The secretary will check the tape and try to identify the correct person.

Steve moved to approve the Consent Agenda, seconded by Melissa. Approved by all.

**Director’s Report**

**Old Business**

New library cards issued during month of August was up due to many groups of international students coming in and local schools starting up. September should be another big month due to first grade tours.

Sara gave some highlights of professional sharing the Library benefits from and ways we reciprocate. We often call other libraries or make visits; for example we visited 8 or 9 libraries during the planning for RFID and automated materials handling. This year we've hosted the Champaign (IL), Vigo County (IN), and Johnson County (IN) public libraries, who were gathering information related to Polaris, RFID/AMH, and adult literacy. The Arapahoe County Public Library in Colorado emailed us regarding our check-in process as part of their improvement efforts. The Dean of the IU School of Library and Information Science, who is teaching a class on collection process, also visited the library to consult with Pam Wasmer. Three of our staff are presenting concurrent sessions and four are presenting poster sessions about process improvement at the Indiana Library Federation conference in November. Representatives from OCLC will be addressing the managers on Thursday of this week.

*a. 2012 Budget*

Gary reported on minor changes in the current version of the budget. He stated that the bottom line did not change. He updated the allocation for the purchases of books, periodicals, non print materials to incorporate the higher amounts available, updated the County Option Income Tax revenue line to reflect actual amounts now known, and made minor change related to a new line for AV supplies for the Ellettsville Branch. In each case where we made a change we adjusted another estimate so it would balance out and keep the bottom line at what we advertised.

*b. Preliminary Bond Resolution and the Declaration of Official Intent to Reimburse Expenditures*

Sara reported that we are ready for the next, more formal step in the bond process. In this step we are not appropriating property taxes, we are simply appropriating the proceeds of bond sale, which we will not receive until late 2012. At recommendation of bond counsel we are completing this step now. We are also adopting a preliminary bond resolution. If the Board approves this step, the next step will be two public notices in paper about additional appropriation and holding a public hearing at the October 26 Board meeting.

Steve Moberly asked Sara to explain the reason for the bond request and reassured people that we are not bonding to pay library bills. The bond would be used solely for capital needs.

John Walsh moved to approve the preliminary bond resolution; seconded by Steve; approved by all.

John Walsh moved to approve the declaration of official intent to reimburse expenditures, seconded by Melissa, approved by all.

**New Business**

*a. Recommendation regarding meeting room charges*

Gary explained that the Library's current policy allows local not-for-profit groups to reserve meeting rooms and auditorium at no charge with a maximum of 20 uses per year. Two years

ago the Long-range Financial Planning Committee recommended reviewing this policy to allow charging for room use to increase fee revenue in anticipation of the \$500,000 reduction in COIT revenue in 2012.

Gary explained that several new fees have been implemented since then for obituary and genealogy research, test proctoring, use of collection agency for overdue fines and fees, and an increased fee for cleanup, repair or replacement for meeting rooms.

The library recently sent a survey to 700 individuals representing 560 local not-for-profit groups. We received 165 responses. The survey covered level of usage, average attendance, reservation method, and asked about the levels of satisfaction with procedures and equipment and the limit of 20 uses per year. The survey also asked if not-for-profit would continue to use the rooms if a fee were charged; if availability should be extended to businesses and private groups; and gathered general comments. Details of the survey were included in materials given to Board. Most of the survey respondents indicated gratitude for providing spaces and concern for lack of availability to not-for-profits if they were opened up to for-profit groups.

The committee compared our meeting room policy to those of 35 libraries considered to be benchmark libraries. Of these, 20 make rooms available to not-for-profit groups but not to businesses; 6 charge businesses but not not-for-profits, for a total of 75% that do not charge not-for-profits.

The research done by the committee showed that evening and weekend afternoon use is 40% and the rest of the time usage is 20%.

Sara reported that the CFO of Indianapolis Public Library shared some of their experience with room rental, catering and room reservation systems. Their biggest users are a local church and college. They have earned substantial revenue, but expenses have exceeded revenue.

Gary reported that after analyzing data the following conclusions were reached:

1. The mission of library is to enrich community life.
2. Offering free meeting rooms is one of most important ways we strength community life.
3. Usage and satisfaction with library meeting rooms is high among not-for-profit groups. Charging fees would be detrimental to these organizations and usage and satisfaction would decline.

The Committee's recommendation is to continue with the library's current policy to provide meeting rooms to not-for-profit groups with no charge and not to extend the policy to include business or private use of library meeting rooms.

Valerie noted that the usage report shows there are times available and expressed her concern about how we would define not-for-profits.

Gary explained that we don't restrict to IRS-recognized non-profit organizations. Our guideline is more about the mission of the group and whether its purpose is for the good of the community.

Sue Sater addressed the question of special events in the meeting rooms. She explained that we review the request thoroughly before we accept a request. If there's a question, the request goes to director for a decision. The group must be a not-for-profit organization and we make it clear that there is to be no charging, no solicitation, and no advertising of the event in the library.

Sue also pointed out that a few banks and other local businesses, as well as a few individuals, have asked to use the meeting rooms

Valerie Merriam commented that we can't just keep supporting all these groups and we have to recoup something from these groups. Valerie stated that she is not averse to allowing businesses to use our spaces within our hours and that we should seriously look at not-for-profit groups paying a fee.

John Walsh suggested that we change the policy for two or three years to see how it goes. He recommended having different fee schedule for not-for-profit group than for businesses.

Steve pointed out that this issue should have been discussed at the September work session that was cancelled and asked that it be put on the work session agenda for October. The Board agreed.

The Board also asked for proposals for letting businesses rent spaces for a nominal sum of money and for charging not-for-profits.

Steve asked that we obtain the current MCCSC fee schedule to see what they are charging for meeting rooms.

*b. CATS 2012 contract with Monroe County*

Sara indicated that the contract has not yet been finalized. She will add it to the October agenda.

*c. Disposal of surplus items*

Gary reported that he has been working on a number of strategies to dispose of surplus items at the library. He has been in contact with the City of Bloomington which is setting up new offices and thinks they can use some of the surplus furniture; Habitat for Humanity's ReStore is also interested in some items.

Steve pointed out that if the library were to consign the items to an auction, it could get a few thousand dollars. Discussion was held about having an auction and different ways to sell the items to the public, i.e., yard sale or putting items on Craigslist.

Steve suggested giving the items to the Friends of the Library and letting them sell them, as we did with the Bookmobile.

Sara and Gary will investigate giving the rest of the items to an auctioneer for inclusion in a regularly-scheduled sale. She asked the Board to declare the items surplus so further action can take place.

Valerie moved that the items listed in packet be declared surplus; Melissa seconded, and motion was approved by all.

Gary informed the Board that Habitat for Humanity and Restore were coming to the Library on Thursday to pick up surplus shelving and doors and asked if we should we go ahead and let them have these items.

Kari asked for consensus on whether or not this should be allowed and the Minutes will reflect that all Board members agreed.

### **Friends of Library - Campaign for Excellence Update**

John Walsh is the Board liaison with the Campaign for Excellence. John reported that the Honorary chairs for this year's campaign are Ruth and Scott Russell Sanders. The campaign is now underway. Three thousand letters went out to potential donors on Sept 8. To date we have 85 donations totaling \$9,347 which is 37% of \$25,000 goal.

John indicated that getting to work with the Friends has been a real pleasure and makes him appreciate the hard work they do to support library. He asked that every Board member support the campaign.

### **Department Update – Online Homework Resources**

Lisa Champelli from Children's Services addressed the Board on the Library's on-line homework resources. She began by following up on questions raised at June board meeting. She communicated with MCCSC's technology coordinator and learned that the licensing agreement with Read 180 stipulates that that software is licenses to be used only on the school's computers, because it is designed for use in a classroom along with instructional support from teachers.

Lisa reported that for children interested in practicing reading skills we maintain a collection of CD-ROMs and many titles that support the practice of reading skills. The Library has been circulating CD-ROMs since 1990 and they are still popular, but library selectors have been finding that this kind of material is getting harder to find.

The Library continues to look at different ways we can provide help and provide resources. Lisa and her department have been talking with Information Systems staff about how to make available the huge explosion of educational applications that are being developed for iPads.

There is an ongoing effort to keep local teachers informed on resources available. We are about to send out bookmarks to every classroom in Monroe County reminding them of the Homework Center and other resources.



**Public Comment**

Rita Lichtenburg asked the Board not to charge not-for-profit groups for meeting room use.

**Adjournment**

Meeting adjourned by Kari at 7:30 p.m.

**Board of Trustees Work Session  
Wednesday, October 19, 2011  
MINUTES**

**Trustees in attendance**

Kari Isaacson, Valerie Merriam, Steve Moberly, Fred Risinger.

**Absent**

David Ferguson, John Walsh, and Melissa Pogue.

**Also in attendance**

Sara Laughlin, Gary Lettellier, Michael White, Tom Bunger, Kyle Wickemeyer-Hardy, Bara Swinson, Margaret Harter.

**Call to Order**

Kari Isaacson called the meeting to order at 5:46 p.m.

**2012 Budget**

First item of discussion was the 2012 budget.

Gary Lettellier indicated that the budget has not changed since last month's meeting. Adoption of 2012 budget is scheduled for next meeting. Good news for taxpayers \$9.2 million is decrease of \$1.4 million from 2011 budget. The big change for 2012 is in debt service bond. The final payment of \$320,000 will be made in 2012. The Operating Fund revenue and expenses are at same level for 2012 as 2011. Gary pointed out that the adoption form in packet is based on estimated assessed value of \$5.5 billion. He indicated that we received the actual assessed value from Auditor's office today and he did not have time to change forms. The actual figure is about \$6.26 billion, slightly more than last year. The advertised tax rate was 9.67 cents per \$100 of assessed value based on \$5.5 billion estimate. That will change to 8.5 cents on final forms. For 2011 tax rate was 10.97 cents per \$100 dollars on assessed value.

At this point Gary opened discussion up to board. Kari asked if the capital projects that are planned for 2012 reflected in the capital project fund and Gary pointed out that they are and have already been approved.

Valerie asked for clarification on the financial institution tax and how its' going up this next year and what is it based on.

Gary informed the Board that he met with local government finance, Linda Lasarus, and they went thru all the numbers. The original estimate on that line was flat (or same as previous year estimate). Gary stated that Linda had information with her and she

suggested figures for that line and for some of the other lines that we should use to prepare our advertisement for the budget so we did.

Valerie also asked Sara if we were going to pursue looking for an Associate Director this year and Sara indicated we were.

### **Resolution for Additional Appropriation**

Sara explained to the Board that the next step in bond process is a Resolution. In the board packet is a copy of letter that goes over top of the Resolution. After board meeting next week we will fill in attendance. Sara pointed out that this is the last and final step to take before adopting the final resolution in 2012 except for County Council approval which we will request at their December 13<sup>th</sup> meeting. Sara explained that the Council's November meeting is on same night as our work session in November and we need that meeting so we moved the final resolution to their December 13<sup>th</sup> meeting.

This resolution simply says that we appropriating an additional sum for the additional \$1.8 million dollars. That is a durable resolution. Doesn't matter when we approve it. It stays in place as long as we need it to be. This will be an action item for next week.

Steve asked if the bonds would be sold next year and Sara said that yes they will not be sold until 2012. She further explained that we are doing this in advance for our planning purposes. We need to start planning our capital fund project in February and adopt in April. If council approves this bond proposal we won't do capital project fund from now on. If they don't approve it, it will give us another year to cut back.

### **Proposal to Charge for Meeting Room Use**

Gary presented the proposal for meeting room use as requested by the Board. Sara indicated that she shared the proposal with the managers last Thursday. The managers prefer not to charge not-for-profit groups and to leave the meeting room policy as is. Their reasoning is that they feel there will be competition between the businesses and not-for-profit groups. Based on argument that Ellettsville presented, Sara indicated that she withdrew Ellettsville meeting room from proposal since they only have one room.

Sara went through the proposal pointing out that the data was gathered using June 2010 to May 2011 because the meeting rooms were closed for early 2010 due to renovation.

The recommendation is to charge same rate for 1B&1C combo and auditorium. Calculations were made simply by what would 10% of the usage of those rooms would be and what would 5% would be to figure out what revenue would be.

The second table in the proposal showed different choices using two possible fee structures. First one is fee per use, i.e., \$100 for larger rooms and \$50 for smaller

rooms. Second structure would be per hour, i.e., \$150 for larger rooms and \$75 for smaller rooms.

The chart shows that if you took the recommendation for charging businesses only the library would raise \$4,830 under low fee per use and \$10,867 under fee per hour estimate if they counted for 10% of the usage this year.

Utilization is highest on nights and weekends, i.e., Saturday and Sunday afternoons. Lowest use is morning during week.

Sara reported that we do whatever due diligence we can to discover if groups are not-for-profit. In the proposed meeting room policy language is added stating that we reserve right to ask for evidence that they are not-for-profit.

Valerie expressed her opinion that she did not want to charge not-for-profits and proposed that we have a temporary six month period for businesses to use during normal work hours. Sara pointed out that our software would not enable us to restrict business use times and that we currently book rooms three months in advance and that we don't propose to change that at all.

Fred stated that perhaps we should not preclude certain hours for businesses. He recommended we do it fully for six months and then review to see if not-for-profits are being pushed out.

Kari stated that she also doesn't want to charge not-for-profits. They need a place and the library is a wonderful opportunity. Kari also would like to have a trial and see what happens and then re-evaluate.

Steve pointed out that a couple of years ago the library created a long range financial plan to create ways the library could seek revenue when times got short. The long range financial planning committee felt one way was to charge businesses for meeting room use. The library needs more funding and this is one way to do it. We're offering building, lights, water, sewer, restrooms and receiving nothing for it. There comes a time when you have to harden your heart and think what would be the best for the library in the years to come. It's a tough choice to make but that's the reason we're discussing this.

Kari recommended checking with board members that were absent and to discuss at next week's board meeting and perhaps vote on it at that time.

## **Contracts**

- a. *CATS 2012 contract with Monroe County*
- b. *CATS 2012 contract with Town of Ellettsville*
- c. *Leadership Development Proposal*

Michael White from CATS reported that over all the CATS funding will be up a little next year. He explained that Monroe County Council has basically allowed same \$221,000 as 2011 and are taking a flat line approach for next year even though they have a lot of support for CATS and what we do. The County Council will not finalize their budgets until 25 and 26<sup>th</sup> of this month.

Michael also announced that CATS will begin broadcasting live council meetings in Ellettsville beginning in January.

## **Public Comment**

Rita Litchenburg expressed her concern again against the idea of charging not-for-profit groups for meeting room usage.

## **Adjournment**

Meeting adjourned by Kari at 6:47 p.m.

## Financial Report Comments

Reports as of 9-30-11

Board Meeting Date 10/26/11

Monthly Budget Report:

After nine months the spending guideline is 75% of the annual budget. As of September 30, 67.6% of the Operating Fund budget has been expended. Two of the major contributing factors for being under budget are:

- The Associate Director position and the Development Officer position have not been filled. Approximate dollar impact is about \$90,000.
- PERF for the third quarter was not paid until early October. The impact is about \$109,000.

Other items to highlight:

Circulation Supplies – September 2010 YTD was \$182,417.31 compared to \$15,996.25 YTD on that line for September 2011. The difference is due to RFID supplies purchased last year.

MONROE COUNTY PUBLIC LIBRARY

\*Check Summary Register©

September 16, 2011 to October 20, 2011

Name	Check Date	Check Amt	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 001456 AT&T (OK)	9/20/2011	\$53.60	LONG-DISTANCE CALLS
Paid Chk# 001457 BANCTEC INC.	9/20/2011	\$60.00	SEPT. MAINT./FOLDER EQUIP.
Paid Chk# 001458 FEDEX	9/20/2011	\$48.88	PAYROLL INFO DELIVERED
Paid Chk# 001459 FLEET SERVICES	9/20/2011	\$123.32	FUEL
Paid Chk# 001460 JPMORGAN CHASE BANK, NA	9/20/2011	\$1,075.68	VARIOUS
Paid Chk# 001461 MIDWEST PRESORT SERVICE	9/20/2011	\$331.12	POSTAGE SERVICES
Paid Chk# 001462 VERIZON WIRELESS	9/20/2011	\$106.99	CELL PHONES
Paid Chk# 001463 AT&T (IL)	9/27/2011	\$1,326.97	PHONE CALLS
Paid Chk# 001464 AT&T ADVERTISING	9/27/2011	\$170.00	PHONE LISTINGS
Paid Chk# 001465 AT&T MOBILITY	9/27/2011	\$245.31	CELL PHONES
Paid Chk# 001466 JASON EVANS GROTH	9/27/2011	\$95.05	FINRA SPLS
Paid Chk# 001467 JOSHUA WOLF	9/27/2011	\$57.62	FD/CHILD/HOMEWORK SPLS
Paid Chk# 001468 MIDWEST PRESORT SERVICE	9/27/2011	\$366.73	POSTAGE SERVICES
Paid Chk# 001469 NOLA HARTMAN	9/27/2011	\$850.59	BOUCHERCON CONF./FOOD & HOTEL
Paid Chk# 001470 SHAWN S. HENLINE	9/27/2011	\$269.24	BOUCHERCON CONF./FOOD & PARKING
Paid Chk# 001471 STEPHANIE HOLMAN	9/27/2011	\$37.16	FD/ELL SPLS
Paid Chk# 001472 VANESSA SCHWEGMAN	9/27/2011	\$96.80	MILEAGE/IN DIGITAL MEDIA CON.
Paid Chk# 001473 VECTREN ENERGY DELIVERY	9/27/2011	\$52.20	NATURAL GAS
Paid Chk# 001474 VIRGINIA H. RICHEY	9/27/2011	\$90.00	ELL - STORY TIMES PROGRAMS
Paid Chk# 001475 AFSCME COUNCIL 62	10/5/2011	\$1,310.58	UNION DUES W/H
Paid Chk# 001476 AMERICAN UNITED LIFE INS.	10/5/2011	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 001477 ANTHEM BLUE CROSS BLUE	10/5/2011	\$57,040.94	HEALTH & VISION INS. - OCT.'11
Paid Chk# 001478 BAKER & TAYLOR BOOKS	10/5/2011	\$2,102.11	FD-CHILD/SRP BOOKS
Paid Chk# 001479 CITGO	10/5/2011	\$797.00	FUEL
Paid Chk# 001480 COLONIAL LIFE	10/5/2011	\$119.63	POST-TAX INS. W/H
Paid Chk# 001481 COSTUME SPECIALISTS, INC.	10/5/2011	\$250.00	FD/CHILD/COSTUME
Paid Chk# 001482 DARCI HAWXHURST	10/5/2011	\$187.50	VITAL TRAINING - \$ GENERAL
Paid Chk# 001483 DUKE ENERGY	10/5/2011	\$1,161.93	ELECTRICITY
Paid Chk# 001484 ELLETTSVILLE UTILITIES	10/5/2011	\$351.85	WATER & SEWER
Paid Chk# 001485 GE MONEY BANK/AMAZON	10/5/2011	\$4,999.52	NONPRINT
Paid Chk# 001486 GREAT LAKES HIGHER ED	10/5/2011	\$200.80	GARNISHMENT W/H
Paid Chk# 001487 HEALTH RESOURCES, INC.	10/5/2011	\$3,233.10	DENTAL INS. - OCT.'11
Paid Chk# 001488 ISU BAT CENTER	10/5/2011	\$0.00	FD/CHILD PROGRAMS
Paid Chk# 001489 JONAH R. WOLF	10/5/2011	\$26.60	REFUND ON LOST ITEM
Paid Chk# 001490 KEITH CONSTRUCTION	10/5/2011	\$2,500.00	BATHROOM REMODEL
Paid Chk# 001491 LEMLEY'S CATERING	10/5/2011	\$2,500.00	STAFF DAY LUNCH
Paid Chk# 001492 LISA CHAMPELLI	10/5/2011	\$133.00	REIMBURSE ILF CONF. FEE
Paid Chk# 001493 MIDWEST PRESORT SERVICE	10/5/2011	\$778.38	POSTAGE SERVICES
Paid Chk# 001494 MONROE CIRCUIT COURT	10/5/2011	\$15.00	GARNISHMENT W/H
Paid Chk# 001495 MONROE COUNTY YMCA	10/5/2011	\$118.16	YMCA W/H
Paid Chk# 001496 PRE-PAID LEGAL SERVICES,	10/5/2011	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 001497 REPUBLIC SERVICES #694	10/5/2011	\$155.00	TRASH SERVICE
Paid Chk# 001498 SMITHVILLE DIGITAL, INC.	10/5/2011	\$1,625.00	INTERNET SERVICE
Paid Chk# 001499 STEFANIE LEE MCCREA	10/5/2011	\$150.00	ZUMBA FITNESS/WELLNESS PROGRAM
Paid Chk# 001500 THE STATE HIST SOC OF	10/5/2011	\$15.00	ILL FEE
Paid Chk# 001501 UNITED WAY	10/5/2011	\$153.00	UNITED WAY W/H
Paid Chk# 001502 UNUM LIFE INS. CO. OF	10/5/2011	\$2,279.13	LIFE INS. - OCT.'11
Paid Chk# 001503 VECTREN ENERGY DELIVERY	10/5/2011	\$54.64	NATURAL GAS
Paid Chk# 001504 WILLIAM R. MORRIS, JR.	10/5/2011	\$300.00	VITAL/TRAINING/\$ GENERAL
Paid Chk# 001505 AMERICAN UNITED LIFE INS.	10/11/2011	\$1,255.00	403b TSA-AUL W/H
Paid Chk# 001506 AT&T (IL)	10/11/2011	\$275.55	4 DEDICATED LINES
Paid Chk# 001507 CITY OF BLOOMINGTON	10/11/2011	\$1,729.05	WATER & SEWER
Paid Chk# 001508 DUKE ENERGY	10/11/2011	\$22,857.27	ELECTRICITY
Paid Chk# 001509 ERIC DAY	10/11/2011	\$37.50	1/2 OF ZONE 4 PARKING

MONROE COUNTY PUBLIC LIBRARY

\*Check Summary Register©

September 16, 2011 to October 20, 2011

Name	Check Date	Check Amt	
Paid Chk# 001510 INDIANA DEPARTMENT OF	10/11/2011	\$736.14	SEPT. '11 UNEMPLOYMENT BENEFITS
Paid Chk# 001511 JOSELYN GINGRICH	10/11/2011	\$100.00	FD/PROGRAM-TEEN
Paid Chk# 001512 JULIA KARR	10/11/2011	\$100.00	FD/PROGRAM-TEEN
Paid Chk# 001513 KATIE A. GROVE	10/11/2011	\$25.00	REFUND ON LOST ITEM
Paid Chk# 001514 OVERDUE MEDIA LLC	10/11/2011	\$2,185.29	FD/STAFF-DAY SPEAKERS
Paid Chk# 001515 SAUNDRA WALTERS	10/11/2011	\$100.00	FD/PROGRAM-TEEN
Paid Chk# 001516 SMITHVILLE	10/11/2011	\$232.99	TELEPHONES
Paid Chk# 001517 UTILITIES DIST. OF WESTERN IN	10/11/2011	\$32.00	BKM ELECTRICITY
Paid Chk# 001518 VERIZON WIRELESS	10/11/2011	\$129.03	BKM DATA LINES
Paid Chk# 001519 BAKER & TAYLOR BOOKS	10/14/2011	\$52.37	STAFF ORDERS W/H
Paid Chk# 001520 CHARITY KHESHGI	10/14/2011	\$122.50	STAFF DAY INTERPRETING SERVICE
Paid Chk# 001521 JASON EVANS GROTH	10/14/2011	\$260.36	FINRA SPLS
Paid Chk# 001522 MCPL FOUNDATION	10/14/2011	\$250.00	C. ZIETLOW DONATION
Paid Chk# 001523 MIDWEST PRESORT SERVICE	10/14/2011	\$408.60	POSTAGE SERVICES
Paid Chk# 001524 PAMELA K. PATTON-RICHARDS	10/14/2011	\$262.50	STAFF DAY INTERPRETING SERVICE
Paid Chk# 001525 PUBLIC EMPLOYEES	10/14/2011	\$109,470.73	3RD QTR., '11
Paid Chk# 001526 PURDUE EXTENSION MARION	10/14/2011	\$228.52	FINRA/FINANCIAL FITNESS PROGRA
Paid Chk# 001527 A.M. BEST COMPANY, INC.	10/20/2011	\$164.95	BOOKS
Paid Chk# 001528 ADP, INC.	10/20/2011	\$487.24	COBRA & FSA SERVICES (2 MOS.)
Paid Chk# 001529 ALL-PHASE ELECTRIC SUPPLY	10/20/2011	\$1,477.68	LIGHT BULBS/ENERGY AUDIT
Paid Chk# 001530 ANSWER INDIANA	10/20/2011	\$9.85	PAGER
Paid Chk# 001531 AUDIOGO	10/20/2011	\$455.48	BOOKS
Paid Chk# 001532 AVCAFE	10/20/2011	\$59.94	NONPRINT
Paid Chk# 001533 BAKER & TAYLOR BOOKS	10/20/2011	\$43,404.00	BOOKS
Paid Chk# 001534 BANCTEC INC.	10/20/2011	\$30.00	MNTHLY MAINT. ON FOLDER
Paid Chk# 001535 BANYON DATA SYSTEMS, INC.	10/20/2011	\$770.00	WINDFUND YRLY SUPPORT
Paid Chk# 001536 BLACKSTONE AUDIO, INC.	10/20/2011	\$96.00	NONPRINT
Paid Chk# 001537 BLOOMINGTON VALLEY	10/20/2011	\$108.00	TREE & SHRUB SPRAYING
Paid Chk# 001538 BOOKS IN MOTION	10/20/2011	\$771.34	NONPRINT
Paid Chk# 001539 BUNGER & ROBERTSON, LLP	10/20/2011	\$1,560.50	LEGAL SERVICES
Paid Chk# 001540 CDW GOVERNMENT, INC.	10/20/2011	\$418.47	IS SPLS
Paid Chk# 001541 CENTER POINT LARGE PRINT	10/20/2011	\$173.76	BOOKS
Paid Chk# 001542 CHARDON LABORATORIES,	10/20/2011	\$662.00	QTR. MAINT. LOOP/BOILER/COOLIN
Paid Chk# 001543 CINTAS FIRST AID & SAFETY	10/20/2011	\$606.80	FIRST-AID SPLS
Paid Chk# 001544 CRYSTAL CLEAR	10/20/2011	\$1,070.00	WINDOW CLEANING
Paid Chk# 001545 DEMCO, INC.	10/20/2011	\$30.48	OFFICE SPLS
Paid Chk# 001546 DISNEY EDUCATIONAL	10/20/2011	\$37.49	NONPRINT
Paid Chk# 001547 DIXON PHONE PLACE	10/20/2011	\$57.00	IS SPLS
Paid Chk# 001548 DUNCAN SUPPLY COMPANY,	10/20/2011	\$538.41	BLDG REPAIR
Paid Chk# 001549 DUNCAN VIDEO, INC.	10/20/2011	\$44,908.48	EQUIP. & EQUIP. REPAIRS
Paid Chk# 001550 ELECTRONIC COMMERCE, INC.	10/20/2011	\$1,860.00	PAYROLL SERVICES
Paid Chk# 001551 ELLETTSVILLE TRUE VALUE	10/20/2011	\$64.85	BLDG MAT'LS & SPLS
Paid Chk# 001552 EVANSVILLE BINDERY, INC.	10/20/2011	\$359.11	BINDING SERVICE
Paid Chk# 001553 FEDEX	10/20/2011	\$41.11	FREIGHT & DELIVERY
Paid Chk# 001554 FRAMEMAKERS	10/20/2011	\$276.51	PRINTING - SMITHVILLE NEWS
Paid Chk# 001555 FREEDOM BUSINESS	10/20/2011	\$2,203.82	CARTRIDGES
Paid Chk# 001556 GALE	10/20/2011	\$2,469.80	BOOKS
Paid Chk# 001557 GAYLORD BROS., INC.	10/20/2011	\$67.55	CIRC SPLS/ELL
Paid Chk# 001558 GENEALOGICAL PUBLISHING	10/20/2011	\$197.50	BOOKS
Paid Chk# 001559 GUITAR PLAYER	10/20/2011	\$23.99	PERIODICALS
Paid Chk# 001560 HERITAGE BOOKS, INC.	10/20/2011	\$190.00	BOOKS
Paid Chk# 001561 HFI MECHANICAL	10/20/2011	\$676.00	BLDG SERVICES
Paid Chk# 001562 HHC	10/20/2011	\$5.00	MAPS
Paid Chk# 001563 HOLLINGER METAL EDGE, INC.	10/20/2011	\$104.95	OFFICE SPLS
Paid Chk# 001564 HP PRODUCTS	10/20/2011	\$3,683.16	CLEANING SPLS & LIGHT BULBS/ENERGY AUDIT



**MONROE COUNTY PUBLIC LIBRARY**

10/20/11 1:12 PM

Page 3

**\*Check Summary Register©**

**September 16, 2011 to October 20, 2011**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk# 001565	IMAGING OFFICE SYSTEMS,	10/20/2011	\$3,679.21 MAINT. CONTRCT/MICROFILM SCANN
Paid Chk# 001566	INDIANA STATE LIBRARY	10/20/2011	\$2,300.00 3RD QTR.'11 PLAC
Paid Chk# 001567	INDIANA UNIVERSITY	10/20/2011	\$500.00 DIGITIZATION/SMITHVILLE NEWS
Paid Chk# 001568	J. A. SEXAUER	10/20/2011	\$408.64 BLDG SPLS
Paid Chk# 001569	JANWAY COMPANY USA, INC.	10/20/2011	\$1,008.00 STAFF-DAY THANK YOU GIFTS
Paid Chk# 001570	JASON EVANS GROTH	10/20/2011	\$147.95 SPLS/FINRA GRANT
Paid Chk# 001571	JIM GORDON, INC	10/20/2011	\$102.87 COPIERS/MNTHLY MAINT.
Paid Chk# 001572	KLEINDORFER'S HDWE	10/20/2011	\$117.75 BLDG SPLS
Paid Chk# 001573	KOORSEN FIRE & SECURITY,	10/20/2011	\$834.83 SEMI-ANNUAL INSPECTIONS
Paid Chk# 001574	KYLE WICKEMEYER-HARDY	10/20/2011	\$509.47 PARKING & HOTEL EXP. FOR HR CONF.
Paid Chk# 001575	LEARNING TREASURES	10/20/2011	\$54.19 FD/ELL SPLS
Paid Chk# 001576	LOGISTECH, INC.	10/20/2011	\$125.11 BOOKS
Paid Chk# 001577	LOWE'S	10/20/2011	\$823.04 BLDG SPLS
Paid Chk# 001578	MARKERTEK VIDEO SUPPLY	10/20/2011	\$821.70 VIDEO TAPLE
Paid Chk# 001579	MAXIMUM PC	10/20/2011	\$14.95 PERIODICALS
Paid Chk# 001580	MAXWELLS OFFICE PRODUCTS	10/20/2011	\$22.50 SPLS
Paid Chk# 001581	MIDWEST COLLABORATIVE	10/20/2011	\$14,857.64 2012 REFERENCEUSA PREMIUM+
Paid Chk# 001582	MIDWEST TAPE	10/20/2011	\$24,549.10 NONPRINT - FINRA GRANT
Paid Chk# 001583	MONROE COUNTY SOLID	10/20/2011	\$435.58 BLDG SERVICES
Paid Chk# 001584	NEHGS	10/20/2011	\$64.45 BOOKS
Paid Chk# 001585	NOLAN'S LAWN CARE SERVICE	10/20/2011	\$332.75 LAWN CARE SERVICES
Paid Chk# 001586	OVERDRIVE	10/20/2011	\$1,000.00 BOOKS
Paid Chk# 001587	B,B & C POW PEST CONTROL,	10/20/2011	\$119.00 PEST CONTROL SERVICE
Paid Chk# 001588	PYGALION' S ART SUPPLIES	10/20/2011	\$3.92 SPLS
Paid Chk# 001589	QUILL CORPORATION	10/20/2011	\$431.00 OFFICE SPLS
Paid Chk# 001590	RAINBOW PRINTING	10/20/2011	\$3,750.00 PLASTIC CARDS/CIRC
Paid Chk# 001591	RANDOM HOUSE, INC.	10/20/2011	\$1,612.35 NONPRINT
Paid Chk# 001592	RAY WILSON & ASSOCIATES	10/20/2011	\$1,260.00 SESSION #6 PROCESS IMPROVEMENT
Paid Chk# 001593	RECORDED BOOKS, LLC	10/20/2011	\$864.70 NONPRINT
Paid Chk# 001594	REGENT BOOK COMPANY	10/20/2011	\$13.67 BOOKS
Paid Chk# 001595	ROCKFORD MAP PUBLISHERS,	10/20/2011	\$527.95 MAPS
Paid Chk# 001596	SAM'S CLUB	10/20/2011	\$42.68 BLDG SPLS
Paid Chk# 001597	SECURITY VIDEO INDIANA,	10/20/2011	\$95.00 BLDG SERVICE
Paid Chk# 001598	SPECTRUM STUDIO, INC.	10/20/2011	\$945.00 SMITHVILLE NEWS/LARGE FORMAT PRINTS
Paid Chk# 001599	STANSIFER RADIO COMPANY	10/20/2011	\$33.73 VIDEO MAT'LS
Paid Chk# 001600	STAPLES	10/20/2011	\$29.78 STAFF DAY SPLS
Paid Chk# 001601	TANTOR MEDIA	10/20/2011	\$582.56 NONPRINT
Paid Chk# 001602	THE AMERICAN PIANO FACTORY	10/20/2011	\$90.00 PIANO TUNING
Paid Chk# 001603	THE ELLETTVILLE JOURNAL	10/20/2011	\$43.49 BUDGET PUBLICATIONS
Paid Chk# 001604	THE INDIANA COVERED	10/20/2011	\$10.00 MEMBERSHIP/BOOKS
Paid Chk# 001605	THE MACEXPRIENCE	10/20/2011	\$1,247.95 EQUIPMENT
Paid Chk# 001606	THE MCGRAW-HILL	10/20/2011	\$229.54 BOOKS
Paid Chk# 001607	TOSHIBA BUSINESS	10/20/2011	\$485.00 DUPLICATING SPLS/SAVIN
Paid Chk# 001608	UNIQUE MANAGEMENT	10/20/2011	\$1,790.00 AUG. COLLECTION FEES/CIRC
Paid Chk# 001609	UNIVENTURE	10/20/2011	\$481.25 A/V CATALOGING SPLS
Paid Chk# 001610	VIRGINIA H. RICHEY	10/20/2011	\$90.00 FD/ELL. STORY TIME PROGRAMS
Paid Chk# 001611	WEST PAYMENT CENTER	10/20/2011	\$1,667.00 BOOKS
Paid Chk# 001612	WOODS ELECTRICAL	10/20/2011	\$969.77 ELECTRICAL WORK
Paid Chk# 001613	WORLD ARTS INC.	10/20/2011	\$1,123.43 WELCOME BROCHURES
		<b>Total Checks</b>	<b>\$411,538.09</b>

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
09/16/11 - 10/20/11

Fifth Third Checking Account/Check Register Total		\$411,538.09
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (Sept. '11)	646.26
	Fifth Third Checking-Monthly Service Charge	63.00
	Fifth Third Savings-Monthly Service Charge	0.00
	Old National Checking-Monthly Service Charge	44.39
Add: Payrolls		
	Vouchers 09/23/11 Payroll (ECI)	118,593.55
	Electronic transfer (ECI) employee/employer taxes	42,725.57
	Electronic transfer (ECI) employee "HSA"	2,150.27
	 Vouchers & check 10/07/11 Payroll (ECI)	 115,218.89
	Electronic transfer (ECI) employee/employer taxes	39,935.15
	Electronic transfer (ECI) employee "HSA"	<u>2,150.27</u>
	 TOTAL OF A/P AND PAYROLL CHECK REGISTERS	 <u><u>\$733,065.44</u></u>

**ACCOUNTS PAYABLE VOUCHER**

**MONROE COUNTY PUBLIC LIBRARY\*Address Line 1\*303 E KIRKWOOD AVENUE\*BLOOMINGTON, IN 47408**

Payee JPMORGAN CHASE BANK, NA  PALATINE, IL 60094-4016	Claim 19414  Purchase Order No. 0 Terms Date Due
---	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
8/12/2011		E001-005-31700 PAY FLOW/CC MNTHLY FEE	\$88.85
8/11/2011		E001-001-32400 ILF/ILF CONF. 3 PEOPLE	\$350.00
8/23/2011		E001-001-21300 OFFICE DEPOT/PROCESS TEAMS	\$59.96
8/28/2011		E019-018-45100 DRAGONDOOR/PATRON REQUESTS/ADULT	\$45.49
8/31/2011		E019-018-45100 LOST ART PRESS/PATRON REQUESTS/ADULT	\$41.00
8/16/2011		E019-011-21350 TARGET/FD-CHILD LAPS SPLS	\$27.97
8/22/2011		E001-018-45300 ENVIROMENTS/CHILD NONPRINT	\$103.07
8/22/2011		E001-001-32400 GREATER BLGTN CHAMBER/WOMEN EXCEL	\$23.00
9/1/2011		E019-011-21350 KROGERS/FD CHILD SPLS	\$19.96
8/7/2011		E019-010-21350 KROGER/FD ADULT FOOD	\$16.77
8/31/2011		E019-010-21350 ABEBOOKS/FD ADULT SPLS	\$8.26
8/30/2011		E001-019-23000 PARALLELS/IS SPLS	\$39.99
8/10/2011		E001-012-44100 WALMART/CIRC TABLE	\$52.43
8/16/2011		E001-012-22500 CONTAINERSTORE/MAGAZINE ORGANIZER	\$21.24
8/17/2011		E001-012-44100 WALMART/LESS TAX ON TABLE	(\$3.43)
8/17/2011		E001-007-44100 GLOBALINDUSTRIAL/STOOL	\$165.91
8/29/2011		E007-001-35200 DUKE ENERGY/702 APT.1 ELECTRIC	\$15.21
<b>Total</b>			<b>\$1,075.68</b>

VOUCHER NO. 19414      WARRANT NO. *1460*

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF      \$      \$1,075.68

\$      \$1,075.68

ON ACCOUNT OF APPROPRIATION FO

COST DITRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-005-31700		\$88.85
E001-001-32400		\$350.00
E001-001-21300		\$59.96
E019-018-45100		\$45.49
E019-018-45100		\$41.00

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF SEPTEMBER 30, 2011  
NINE MONTHS = 75.0%

	2011 SEPTEMBER	2010 SEPTEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	281,720.90	284,578.71	2,733,339.32	3,893,000.00	2,728,094.24	1,159,660.68	70.2%	29.8%
EMPLOYEE BENEFITS	65,146.07	103,386.37	825,259.01	1,264,175.00	795,538.70	438,915.99	65.3%	34.7%
OTHER WAGES	23.70	4,974.79	11,829.02	1,000.00	40,282.96	-10,829.02	1182.9%	-1082.9%
TOTAL PERSONNEL SERVICES	<u>346,890.67</u>	<u>392,939.87</u>	<u>3,570,427.35</u>	<u>5,158,175.00</u>	<u>3,563,915.90</u>	<u>1,587,747.65</u>	<u>69.2%</u>	<u>30.8%</u>
SUPPLIES								
OFFICE SUPPLIES	4,412.16	1,652.31	31,851.91	42,000.00	30,589.63	10,148.09	75.8%	24.2%
OPERATING SUPPLIES	3,721.64	11,246.42	61,860.50	77,100.00	228,144.45	15,239.50	80.2%	19.8%
REPAIR & MAINT. SUPPLIES	1,889.12	812.41	15,492.94	13,700.00	17,630.59	-1,792.94	113.1%	-13.1%
TOTAL SUPPLIES	<u>10,022.92</u>	<u>13,711.14</u>	<u>109,205.35</u>	<u>132,800.00</u>	<u>276,364.67</u>	<u>23,594.65</u>	<u>82.2%</u>	<u>17.8%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	7,506.71	10,206.17	206,519.49	252,000.00	204,268.78	45,480.51	82.0%	18.0%
COMMUNICATION & TRANSPORTATION	8,168.99	5,418.59	50,428.88	87,000.00	46,166.01	36,571.12	58.0%	42.0%
PRINTING & ADVERTISING	47.33	116.44	2,837.39	8,000.00	2,776.05	5,162.61	35.5%	64.5%
INSURANCE	0.00	0.00	53,247.00	54,700.00	48,065.00	1,453.00	97.3%	2.7%
UTILITIES	24,645.44	27,803.68	218,685.17	314,400.00	223,578.37	95,714.83	69.6%	30.4%
REPAIR & MAINTENANCE	4,036.76	4,462.03	21,337.56	102,500.00	45,146.75	81,162.44	20.8%	79.2%
RENTALS	75.00	75.00	31,262.00	32,100.00	38,429.20	838.00	97.4%	2.6%
OTHER CHARGES	0.00	1,443.75	8,136.00	215,500.00	5,798.44	207,364.00	3.8%	96.2%
TOTAL OTHER SERVICES & CHARGES	<u>44,480.23</u>	<u>49,525.66</u>	<u>592,453.49</u>	<u>1,066,200.00</u>	<u>614,228.60</u>	<u>473,746.51</u>	<u>55.6%</u>	<u>44.4%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	214.91	50,303.00	3,948.92	19,744.52	90,678.93	15,795.60	20.0%	80.0%
OTHER CAPITAL OUTLAY	102,634.39	73,524.53	767,276.43	1,089,000.00	749,142.99	321,723.57	70.5%	29.5%
TOTAL CAPITAL OUTLAY	<u>102,849.30</u>	<u>123,827.53</u>	<u>771,225.35</u>	<u>1,108,744.52</u>	<u>839,821.92</u>	<u>337,519.17</u>	<u>69.6%</u>	<u>30.4%</u>
TOTAL OPERATING EXPENDITURES	<u>504,243.12</u>	<u>580,004.20</u>	<u>5,043,311.54</u>	<u>7,465,919.52</u>	<u>5,294,331.09</u>	<u>2,422,607.98</u>	<u>67.6%</u>	<u>32.4%</u>

2010 BUDGET  
%USED IN 2010           7,832,838.00  
                                  67.6%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2011

	2011 SEPTEMBER	2010 SEPTEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
<b>PERSONNEL SERVICES (1000'S)</b>								
<b>SALARIES</b>								
1120 ADMINISTRATION	7,259.72	11,320.62	68,967.33	167,000.00	107,545.89	98,032.67	41.3%	58.7%
1130 PROFESSIONAL/SUPERVISORS	37,587.51	34,851.26	349,008.20	545,000.00	331,086.97	195,991.80	64.0%	36.0%
1140 PROFESSIONAL ASSISTANTS	102,319.54	101,450.29	1,018,348.04	1,351,000.00	960,193.27	332,651.96	75.4%	24.6%
1150 SPECIALISTS & TECHNICIANS	58,809.68	58,266.64	556,402.07	814,000.00	560,296.97	257,597.93	68.4%	31.6%
1160 CLERICAL ASSISTANTS	31,413.64	35,607.10	317,011.25	442,000.00	358,820.58	124,988.75	71.7%	28.3%
1170 PAGES	17,906.71	17,311.97	172,109.26	226,000.00	164,923.72	53,890.74	76.2%	23.8%
1190 BUILDING MAINTENANCE	26,424.10	25,770.83	251,493.17	348,000.00	245,226.84	96,506.83	72.3%	27.7%
<b>TOTAL SALARIES</b>	<b>281,720.90</b>	<b>284,578.71</b>	<b>2,733,339.32</b>	<b>3,893,000.00</b>	<b>2,728,094.24</b>	<b>1,159,660.68</b>	<b>70.2%</b>	<b>29.8%</b>
<b>EMPLOYEE BENEFITS</b>								
<b>EMPLOYEE BENEFITS</b>								
1210 EMPLOYER CONTRIBUTION/FICA	16,596.07	17,076.86	161,571.28	238,100.00	163,391.85	76,528.72	67.9%	32.1%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1230 EMPLOYER CONTRIBUTION/PERF	739.70	0.00	165,711.16	368,250.00	162,816.31	202,538.84	45.0%	55.0%
1240 EMPLOYER CONT/INSURANCE	43,928.92	82,315.74	460,146.07	602,100.00	431,117.96	141,953.93	76.4%	23.6%
1250 EMPLOYER CONT/MEDICARE	3,881.38	3,993.77	37,830.50	55,725.00	38,212.58	17,894.50	67.9%	32.1%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>65,146.07</b>	<b>103,386.37</b>	<b>825,259.01</b>	<b>1,264,175.00</b>	<b>795,538.70</b>	<b>438,915.99</b>	<b>65.3%</b>	<b>34.7%</b>
<b>OTHER WAGES</b>								
1310 WORKSTUDY	0.00	0.00	2,961.29	1,000.00	102.59	-1,961.29	296.1%	-196.1%
1180 TEMPORARY STAFF	23.70	4,974.79	8,867.73	0.00	40,180.37	-8,867.73	#DIV/0!	#DIV/0!
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER WAGES</b>	<b>23.70</b>	<b>4,974.79</b>	<b>11,829.02</b>	<b>1,000.00</b>	<b>40,282.96</b>	<b>-10,829.02</b>	<b>1182.9%</b>	<b>-1082.9%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>346,890.67</b>	<b>392,939.87</b>	<b>3,570,427.35</b>	<b>5,158,175.00</b>	<b>3,563,915.90</b>	<b>1,587,747.65</b>	<b>69.2%</b>	<b>30.8%</b>
<b>SUPPLIES (2000'S)</b>								
<b>OFFICE SUPPLIES</b>								
2110 OFFICIAL RECORDS	0.00	0.00	1,613.26	1,000.00	0.00	-613.26	161.3%	-61.3%
2120 STATIONERY & PRINTING	0.00	0.00	301.57	1,000.00	2,388.03	698.43	30.2%	69.8%
2130 OFFICE SUPPLIES	737.00	1,092.88	9,169.55	18,100.00	12,262.90	8,930.45	50.7%	49.3%
2140 DUPLICATING	3,675.16	559.43	20,767.53	21,900.00	15,938.70	1,132.47	94.8%	5.2%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2170 TRAINING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>4,412.16</b>	<b>1,652.31</b>	<b>31,851.91</b>	<b>42,000.00</b>	<b>30,589.63</b>	<b>10,148.09</b>	<b>75.8%</b>	<b>24.2%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2011

	2011 SEPTEMBER	2010 SEPTEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	1,972.92	3,810.72	26,410.76	28,000.00	24,375.72	1,589.24	94.3%	5.7%
2220 FUEL, OIL, & LUBRICANTS	0.00	646.33	6,111.43	8,500.00	6,259.14	2,388.57	71.9%	28.1%
2230 CATALOGING SUPPLIES-BOOKS	508.26	506.17	3,651.61	5,500.00	3,318.74	1,848.39	66.4%	33.6%
2240 A/V SUPPLIES-CATALOGING	527.41	988.09	4,713.80	10,000.00	7,261.28	5,286.20	47.1%	52.9%
2250 CIRCULATION SUPPLIES	319.24	4,000.00	15,996.25	21,000.00	182,417.31	5,003.75	76.2%	23.8%
2260 LIGHT BULBS	393.81	163.07	3,524.57	3,000.00	3,285.80	-524.57	117.5%	-17.5%
2270 VIDEOTAPE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2280 UNIFORMS	0.00	0.00	1,261.00	1,000.00	0.00	-261.00	126.1%	-26.1%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	1,132.04	191.08	100.00	1,226.46	-91.08	191.1%	-91.1%
<b>TOTAL OPERATING SUPPLIES</b>	<b>3,721.64</b>	<b>11,246.42</b>	<b>61,860.50</b>	<b>77,100.00</b>	<b>228,144.45</b>	<b>15,239.50</b>	<b>80.2%</b>	<b>19.8%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	618.91	311.07	3,776.87	5,000.00	6,101.66	1,223.13	75.5%	24.5%
2310 BUILDING MATERIALS & SUPPLIES	1,270.21	458.39	10,099.02	8,500.00	11,294.90	-1,599.02	118.8%	-18.8%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	1,490.37	0.00	0.00	-1,490.37	#DIV/0!	#DIV/0!
2320 PAINT & PAINTING SUPPLIES	0.00	42.95	126.68	200.00	234.03	73.32	63.3%	36.7%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>1,889.12</b>	<b>812.41</b>	<b>15,492.94</b>	<b>13,700.00</b>	<b>17,630.59</b>	<b>-1,792.94</b>	<b>113.1%</b>	<b>-13.1%</b>
<b>TOTAL SUPPLIES</b>	<b>10,022.92</b>	<b>13,711.14</b>	<b>109,205.35</b>	<b>132,800.00</b>	<b>276,364.67</b>	<b>23,594.65</b>	<b>82.2%</b>	<b>17.8%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	0.00	90.00	3,000.00	7,560.00	2,910.00	3.0%	97.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	2,862.66	3,000.00	18,747.26	137.34	95.4%	4.6%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	50.42	528.40	11,818.70	14,000.00	7,061.86	2,181.30	84.4%	15.6%
3140 BUILDING SERVICES	1,325.25	1,723.03	17,474.39	40,000.00	28,385.68	22,525.61	43.7%	56.3%
3150 MAINTENANCE CONTRACTS	392.36	1,923.68	62,314.78	95,000.00	61,618.58	32,685.22	65.6%	34.4%
3160 COMPUTER SERVICES (OCLC)	1,225.00	1,225.00	44,868.11	50,000.00	42,129.36	5,131.89	89.7%	10.3%
3170 ADMIN/ACCOUNTING SERVICES	2,893.73	4,806.06	29,984.15	47,000.00	38,766.04	17,015.85	63.8%	36.2%
3175 COLLECTION AGENCY SERVICES	1,619.95	0.00	37,106.70	0.00	0.00	-37,106.70	#DIV/0!	#DIV/0!
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>7,506.71</b>	<b>10,206.17</b>	<b>206,519.49</b>	<b>252,000.00</b>	<b>204,268.78</b>	<b>45,480.51</b>	<b>82.0%</b>	<b>18.0%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	3,778.54	2,250.00	20,668.40	26,000.00	23,223.26	5,331.60	79.5%	20.5%
3220 POSTAGE	1,991.50	2,373.59	17,680.92	30,000.00	21,185.28	12,319.08	58.9%	41.1%
3230 TRAVEL EXPENSE	176.44	0.00	2,205.50	10,000.00	232.00	7,794.50	22.1%	77.9%
3240 PROFESSIONAL MTG. (OFF-SITE)	373.00	795.00	619.00	10,000.00	817.00	9,381.00	6.2%	93.8%
3250 CONTINUING ED. (ON-SITE)	1,750.00	0.00	8,130.13	10,000.00	0.00	1,869.87	81.3%	18.7%
3260 FREIGHT & DELIVERY	99.51	0.00	1,124.93	1,000.00	708.47	-124.93	112.5%	-12.5%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>8,168.99</b>	<b>5,418.59</b>	<b>50,428.88</b>	<b>87,000.00</b>	<b>46,166.01</b>	<b>36,571.12</b>	<b>58.0%</b>	<b>42.0%</b>

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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2011

	2011 SEPTEMBER	2010 SEPTEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	47.33	116.44	961.75	2,000.00	958.60	1,038.25	48.1%	51.9%
3320 PRINTING	<u>0.00</u>	<u>0.00</u>	<u>1,875.64</u>	<u>6,000.00</u>	<u>1,817.45</u>	<u>4,124.36</u>	<u>31.3%</u>	<u>68.7%</u>
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>47.33</b>	<b>116.44</b>	<b>2,837.39</b>	<b>8,000.00</b>	<b>2,776.05</b>	<b>5,162.61</b>	<b>35.5%</b>	<b>64.5%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	660.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>52,797.00</u>	<u>54,000.00</u>	<u>47,405.00</u>	<u>1,203.00</u>	<u>97.8%</u>	<u>2.2%</u>
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>53,247.00</b>	<b>54,700.00</b>	<b>48,065.00</b>	<b>1,453.00</b>	<b>97.3%</b>	<b>2.7%</b>
<b>UTILITIES</b>								
3510 GAS	98.20	146.83	1,696.88	5,600.00	1,863.23	3,903.12	30.3%	69.7%
3520 ELECTRICITY	22,522.00	24,805.36	205,547.17	293,000.00	209,299.55	87,452.83	70.2%	29.8%
3530 WATER	<u>2,025.24</u>	<u>2,851.49</u>	<u>11,441.12</u>	<u>15,800.00</u>	<u>12,415.59</u>	<u>4,358.88</u>	<u>72.4%</u>	<u>27.6%</u>
<b>TOTAL UTILITIES</b>	<b>24,645.44</b>	<b>27,803.68</b>	<b>218,685.17</b>	<b>314,400.00</b>	<b>223,578.37</b>	<b>95,714.83</b>	<b>69.6%</b>	<b>30.4%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	1,010.65	853.66	22,000.00	15,864.69	21,146.34	3.9%	96.1%
3630 OTHER EQUIP/FURNITURE REPAIRS	3,784.86	2,852.00	14,819.74	70,000.00	17,543.80	55,180.26	21.2%	78.8%
3640 VEHICLE REPAIR & MAINTENANCE	0.00	391.99	4,779.38	7,500.00	10,506.93	2,720.62	63.7%	36.3%
3650 MATERIAL BINDING/REPAIR SERV.	<u>251.90</u>	<u>207.39</u>	<u>884.78</u>	<u>3,000.00</u>	<u>1,231.33</u>	<u>2,115.22</u>	<u>29.5%</u>	<u>70.5%</u>
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>4,036.76</b>	<b>4,462.03</b>	<b>21,337.56</b>	<b>102,500.00</b>	<b>45,146.75</b>	<b>81,162.44</b>	<b>20.8%</b>	<b>79.2%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	75.00	75.00	31,262.00	32,000.00	31,367.00	738.00	97.7%	2.3%
3720 EQUIPMENT RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>7,062.20</u>	<u>100.00</u>	<u>0.0%</u>	<u>100.0%</u>
<b>TOTAL RENTALS</b>	<b>75.00</b>	<b>75.00</b>	<b>31,262.00</b>	<b>32,100.00</b>	<b>38,429.20</b>	<b>838.00</b>	<b>97.4%</b>	<b>2.6%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	7,176.00	6,500.00	1,303.00	-676.00	110.4%	-10.4%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,500.00	0.00	2,500.00	0.0%	100.0%
3930 TAXES & ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3940 TRANSFER TO LIRF	0.00	0.00	0.00	200,000.00	0.00	200,000.00	0.0%	100.0%
3950 EDUCATIONAL SERV/LICENSES	0.00	1,443.75	960.00	6,500.00	4,495.44	5,540.00	14.8%	85.2%
3960 COMMUNITY NEWS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
<b>TOTAL OTHER CHARGES</b>	<b>0.00</b>	<b>1,443.75</b>	<b>8,136.00</b>	<b>215,500.00</b>	<b>5,798.44</b>	<b>207,364.00</b>	<b>3.8%</b>	<b>96.2%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>44,480.23</b>	<b>49,525.66</b>	<b>592,453.49</b>	<b>1,066,200.00</b>	<b>614,228.60</b>	<b>473,746.51</b>	<b>55.6%</b>	<b>44.4%</b>

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MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2011

	2011 SEPTEMBER	2010 SEPTEMBER	2011 Y-T-D ACTUAL	2011 BUDGET	2010 Y-T-D ACTUAL	2011 Y-T-D BUDGET REMAINING	2011 % OF BUDGET USED	2011 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	214.91	50,303.00	515.73	0.00	50,653.00	-515.73	#DIV/0!	#DIV/0!
44105 ENCUMBERED FURNITURE	0.00	0.00	1,387.52	1,387.52	0.00	0.00	100.0%	0.0%
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	2,045.67	18,357.00	55.79	16,311.33	11.1%	88.9%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	36,820.14	0.00	#DIV/0!	#DIV/0!
444451 ENCUMBERED BLDG RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	3,150.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>214.91</b>	<b>50,303.00</b>	<b>3,948.92</b>	<b>19,744.52</b>	<b>90,678.93</b>	<b>15,795.60</b>	<b>20.0%</b>	<b>80.0%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	61,041.47	38,290.76	430,985.57	593,000.00	423,144.45	162,014.43	72.7%	27.3%
4520 PERIODICALS & NEWSPAPERS	3,999.39	5,514.48	10,109.35	48,000.00	13,124.12	37,890.65	21.1%	78.9%
4530 NONPRINT MATERIALS	36,094.53	28,220.29	301,259.92	379,000.00	284,705.55	77,740.08	79.5%	20.5%
4540 ELECTRONIC RESOURCES	1,499.00	1,499.00	24,921.59	69,000.00	28,168.87	44,078.41	36.1%	63.9%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>102,634.39</b>	<b>73,524.53</b>	<b>767,276.43</b>	<b>1,089,000.00</b>	<b>749,142.99</b>	<b>321,723.57</b>	<b>70.5%</b>	<b>29.5%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>102,849.30</b>	<b>123,827.53</b>	<b>771,225.35</b>	<b>1,108,744.52</b>	<b>839,821.92</b>	<b>337,519.17</b>	<b>69.6%</b>	<b>30.4%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>504,243.12</b>	<b>580,004.20</b>	<b>5,043,311.54</b>	<b>7,465,919.52</b>	<b>5,294,331.09</b>	<b>2,422,607.98</b>	<b>67.6%</b>	<b>32.4%</b>

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# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget & Expenditure Report

January 1, 2011 to September 30, 2011  
9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
10040	MISCELLANEOUS	\$0.00	\$3,362.96	\$3,250.63	-\$6,077.41	\$82.09	\$96.93	\$303.78	\$1.00	\$0.00	\$140.17	\$1,160.15	-\$1,160.15	0.00%
11200	ADMINISTRATION	\$167,000.00	\$7,259.71	\$7,259.72	\$7,259.72	\$7,259.72	\$7,259.72	\$7,259.72	\$10,889.58	\$7,259.72	\$7,259.72	\$68,967.33	\$98,032.67	41.30%
11300	PROF/SUPERVISORS	\$545,000.00	\$33,550.98	\$33,550.97	\$37,587.48	\$37,587.49	\$37,587.49	\$37,587.53	\$56,381.26	\$37,587.49	\$37,587.51	\$349,008.20	\$195,991.80	64.04%
11400	PROFESSIONAL	\$1,351,000.00	\$104,938.41	\$104,938.42	\$104,938.4	\$104,938.4	\$104,938.4	\$104,938.4	\$172,371.1	\$114,026.7	\$102,319.5	\$1,018,348.04	\$332,651.96	75.38%
11500	SPECIALIST/TECHNICIANS	\$814,000.00	\$59,417.93	\$59,066.91	\$58,837.99	\$58,855.18	\$58,833.08	\$57,990.72	\$85,839.82	\$58,750.76	\$58,809.68	\$556,402.07	\$257,597.93	68.35%
11600	CLERICAL ASSISTANTS	\$442,000.00	\$35,018.53	\$34,613.61	\$34,074.98	\$34,186.70	\$33,966.93	\$32,909.41	\$49,689.54	\$31,137.91	\$31,413.64	\$317,011.25	\$124,988.75	71.72%
11700	PAGES	\$226,000.00	\$17,952.26	\$17,845.73	\$18,151.20	\$17,921.27	\$16,504.04	\$17,806.85	\$28,888.80	\$19,132.40	\$17,906.71	\$172,109.26	\$53,890.74	76.15%
11800	TEMPORAY STAFF	\$0.00	\$615.09	\$0.00	\$0.00	\$0.00	\$2,029.51	\$2,090.08	\$2,698.35	\$1,411.00	\$23.70	\$8,867.73	-\$8,867.73	0.00%
11900	BUILDING	\$348,000.00	\$26,412.12	\$26,454.22	\$26,448.99	\$26,437.40	\$26,491.92	\$26,532.19	\$39,783.98	\$26,508.25	\$26,424.10	\$251,493.17	\$96,506.83	72.27%
12100	FICA/EMPLOYER	\$238,100.00	\$16,813.89	\$16,729.21	\$16,943.81	\$16,738.50	\$16,951.73	\$16,930.31	\$26,396.14	\$17,471.62	\$16,596.07	\$161,571.28	\$76,528.72	67.86%
12300	PERF/EMPLOYER	\$368,250.00	\$0.00	\$0.00	\$0.00	\$83,114.03	\$0.00	\$0.00	\$81,857.43	\$0.00	\$739.70	\$165,711.16	\$202,538.84	45.00%
12400	INS/EMPLOYER	\$602,100.00	\$19,616.77	\$93,393.39	\$46,715.78	\$85,899.46	\$65,596.64	\$0.00	\$59,066.74	\$45,928.37	\$43,928.92	\$460,146.07	\$141,953.93	76.42%
12500	MEDICARE/EMPLOYER	\$55,725.00	\$3,932.28	\$3,912.50	\$3,962.63	\$3,958.33	\$3,964.47	\$3,959.43	\$6,173.38	\$4,086.10	\$3,881.38	\$37,830.50	\$17,894.50	67.89%
13100	WORK STUDY	\$1,000.00	\$0.00	\$2,961.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,961.29	-\$1,961.29	296.13%
21100	OFFICIAL RECORDS	\$1,000.00	\$809.53	\$29.74	\$0.00	\$0.00	\$0.00	\$773.99	\$0.00	\$0.00	\$0.00	\$1,613.26	-\$613.26	161.33%
21200	STATIONERY/BUS. CARDS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$301.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$301.57	\$698.43	30.16%
21300	OFFICE SUPPLIES	\$18,100.00	\$1,697.91	\$1,131.41	\$1,387.09	\$1,052.67	\$1,736.00	\$320.94	\$876.24	\$229.59	\$737.00	\$9,169.55	\$8,930.45	50.66%
21400	DUPLICATING	\$21,900.00	\$2,272.77	\$4,135.23	\$1,658.34	\$1,065.18	\$891.35	\$4,547.96	\$1,845.04	\$676.50	\$3,675.16	\$20,767.53	\$1,132.47	94.83%
22100	CLEANING SUPPLIES	\$28,000.00	\$3,334.36	\$2,438.89	\$4,125.18	\$1,568.48	\$2,089.51	\$3,537.52	\$3,300.39	\$4,043.51	\$1,972.92	\$26,410.76	\$1,589.24	94.32%
22200	FUEL/OIL/LUBRICANTS	\$8,500.00	\$1,376.16	\$0.00	\$1,366.59	\$639.45	\$495.12	\$0.00	\$730.08	\$1,504.03	\$0.00	\$6,111.43	\$2,388.57	71.90%
22300	CATALOGING	\$5,500.00	\$144.24	\$184.80	\$60.87	\$1,477.96	\$25.14	\$129.09	\$233.85	\$887.40	\$508.26	\$3,651.61	\$1,848.39	66.39%
22400	A/V SUPPLIES/CATALOG	\$10,000.00	\$347.11	\$63.72	\$373.56	\$0.00	\$345.63	\$1,726.75	\$229.65	\$1,099.97	\$527.41	\$4,713.80	\$5,286.20	47.14%
22500	CIRCULATION SUPPLIES	\$21,000.00	\$0.00	\$14.72	\$2,053.14	\$0.00	\$16.76	\$2,142.16	\$0.00	\$11,450.23	\$319.24	\$15,996.25	\$5,003.75	76.17%
22600	LIGHT BULBS	\$3,000.00	\$2,080.95	\$0.00	\$423.88	\$19.78	\$122.02	\$0.00	\$1,555.13	-\$1,071.00	\$393.81	\$3,524.57	-\$524.57	117.49%
22800	UNIFORMS	\$1,000.00	\$0.00	\$1,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,261.00	-\$261.00	126.10%
22900	DISPLAY/EXHIBITS	\$100.00	\$73.65	\$0.00	\$14.22	\$87.46	\$0.00	\$0.00	\$15.75	\$0.00	\$0.00	\$191.08	-\$91.08	191.08%
23000	IS SUPPLIES	\$5,000.00	\$1,283.20	\$499.30	\$53.96	\$1,129.30	\$0.00	\$167.25	\$24.95	\$0.00	\$618.91	\$3,776.87	\$1,223.13	75.54%
23100	BUILDING MATERIAL	\$8,500.00	\$4,990.51	\$793.44	-\$2,114.83	\$885.15	\$41.11	\$679.19	\$1,128.35	\$2,425.89	\$1,270.21	\$10,099.02	-\$1,599.02	118.81%
23150	ENERGY AUDIT MAT'LS &	\$0.00	\$0.00	\$0.00	\$1,536.05	\$114.00	\$0.00	\$0.00	-\$159.68	\$0.00	\$0.00	\$1,490.37	-\$1,490.37	0.00%
23200	PAINT/PAINTING SUPPLIES	\$200.00	\$57.21	\$69.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126.68	\$73.32	63.34%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,910.00	3.00%
31200	ENGINEERING/ARCHITE	\$3,000.00	\$606.48	\$400.00	\$1,805.00	\$0.00	\$0.00	\$51.18	\$0.00	\$0.00	\$0.00	\$2,862.66	\$137.34	95.42%
31300	LEGAL SERVICES	\$14,000.00	\$2,232.46	\$1,272.20	\$1,941.82	\$498.00	\$1,930.64	\$0.00	\$1,183.94	\$2,709.22	\$50.42	\$11,818.70	\$2,181.30	84.42%
31400	BUILDING SERVICES	\$40,000.00	\$7,514.89	\$2,267.00	\$565.00	\$234.00	\$1,230.00	\$802.75	\$1,260.25	\$2,275.25	\$1,325.25	\$17,474.39	\$22,525.61	43.69%
31500	MAINTENANCE	\$95,000.00	\$7,557.56	\$5,892.08	\$278.23	\$1,254.82	\$9,794.20	\$2,969.64	\$30,464.18	\$3,711.71	\$392.36	\$62,314.78	\$32,685.22	65.59%
31600	COMPUTER SERVICES	\$50,000.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$35,161.46	\$1,225.00	\$1,131.65	\$1,225.00	\$44,868.11	\$5,131.89	89.74%
31700	ADMIN/ACCOUNTING	\$47,000.00	\$9,966.85	\$16,675.64	\$2,474.45	-\$12,444.3	\$2,953.30	\$3,252.25	\$3,063.53	\$1,148.78	\$2,893.73	\$29,984.15	\$17,015.85	63.80%
31750	COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$30,940.15	\$1,548.35	\$0.00	\$1,584.15	\$1,414.10	\$1,619.95	\$37,106.70	-\$37,106.70	0.00%
32100	TELEPHONE	\$26,000.00	\$2,171.66	\$971.68	\$3,877.39	\$2,274.84	\$2,296.61	\$754.26	\$3,727.01	\$816.41	\$3,778.54	\$20,668.40	\$5,331.60	79.49%
32200	POSTAGE	\$30,000.00	\$1,994.10	\$2,418.04	\$1,757.59	\$2,028.54	\$2,197.17	\$1,239.56	\$858.85	\$3,195.57	\$1,991.50	\$17,680.92	\$12,319.08	58.94%
32300	TRAVEL EXPENSE	\$10,000.00	\$320.09	\$701.95	\$0.00	\$0.00	\$548.20	\$458.82	\$0.00	\$0.00	\$176.44	\$2,205.50	\$7,794.50	22.06%

**MONROE COUNTY PUBLIC LIBRARY**

**Operating Budget & Expenditure Report**

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$160.00	\$0.00	\$36.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$373.00	\$619.00	\$9,381.00	6.19%
32500	CONTINUING	\$10,000.00	\$0.00	\$1,260.00	\$0.00	\$0.00	\$2,541.89	\$1,270.69	\$27.80	\$1,279.75	\$1,750.00	\$8,130.13	\$1,869.87	81.30%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$0.00	\$23.93	\$24.01	\$0.00	\$97.63	\$655.66	\$224.19	\$99.51	\$1,124.93	-\$124.93	112.49%
33100	ADVERTISING/PUBLICATI	\$2,000.00	\$49.00	\$79.19	\$0.00	\$193.11	\$0.00	\$146.84	\$446.28	\$0.00	\$47.33	\$961.75	\$1,038.25	48.09%
33200	PRINTING SERVICES	\$6,000.00	\$70.86	\$35.31	\$1,070.00	\$0.00	\$662.99	\$36.48	\$0.00	\$0.00	\$0.00	\$1,875.64	\$4,124.36	31.26%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$54,000.00	\$3,200.00	\$11,790.00	\$36,785.00	\$429.00	\$2,002.00	-\$1,409.00	\$0.00	\$0.00	\$0.00	\$52,797.00	\$1,203.00	97.77%
35100	GAS	\$5,600.00	\$52.72	\$1,151.25	\$54.47	\$52.80	\$52.90	\$0.00	\$143.62	\$90.92	\$98.20	\$1,696.88	\$3,903.12	30.30%
35200	ELECTRICITY	\$293,000.00	\$26,186.07	\$28,657.78	\$23,385.50	\$19,130.03	\$18,187.59	\$18,869.78	\$23,806.32	\$24,802.10	\$22,522.00	\$205,547.17	\$87,452.83	70.15%
35300	WATER	\$15,800.00	\$1,153.39	\$885.06	\$335.82	\$1,207.73	\$1,174.06	\$1,091.93	\$1,646.09	\$1,921.80	\$2,025.24	\$11,441.12	\$4,358.88	72.41%
36100	BUILDING REPAIRS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$440.31	\$0.00	\$320.00	\$0.00	\$93.35	\$0.00	\$853.66	\$21,146.34	3.88%
36300	OTHER	\$70,000.00	\$586.80	\$205.00	\$0.00	\$990.94	\$0.00	\$395.94	\$178.90	\$8,677.30	\$3,784.86	\$14,819.74	\$55,180.26	21.17%
36400	VEHICLE	\$7,500.00	\$526.14	\$0.00	\$977.35	\$38.90	\$1,298.45	\$671.85	\$695.09	\$571.60	\$0.00	\$4,779.38	\$2,720.62	63.73%
36500	MATERIALS	\$3,000.00	\$317.30	\$0.00	\$192.61	\$0.00	\$0.00	\$122.97	\$0.00	\$0.00	\$251.90	\$884.78	\$2,115.22	29.49%
37100	REAL ESTATE	\$32,000.00	\$9,706.00	\$37.50	\$0.00	\$30.00	\$9,945.00	\$9,706.00	\$0.00	\$1,762.50	\$75.00	\$31,262.00	\$738.00	97.69%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
39100	DUES/INSTITUTIONAL	\$6,500.00	\$6,101.00	\$0.00	\$250.00	\$825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,176.00	-\$676.00	110.40%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00%
39500	EDUCATIONAL/LICENSIN	\$6,500.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$5,540.00	14.77%
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$300.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$214.91	\$515.73	-\$515.73	0.00%
44105	ENCUMBERED	\$1,387.52	\$0.00	\$0.00	\$1,387.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,387.52	\$0.00	100.00%
44300	OTHER EQUIPMENT	\$18,357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,295.67	\$0.00	\$750.00	\$0.00	\$2,045.67	\$16,311.33	11.14%
45100	BOOKS	\$593,000.00	\$39,446.50	\$38,996.69	\$64,085.61	\$49,481.73	\$42,754.23	\$47,292.78	\$39,084.49	\$48,802.07	\$61,041.47	\$430,985.57	\$162,014.43	72.68%
45200	PERIODICALS/NEWSPAP	\$48,000.00	\$189.84	\$102.23	\$56.25	\$550.92	\$3,627.23	\$208.80	\$1,252.71	\$121.98	\$3,999.39	\$10,109.35	\$37,890.65	21.06%
45300	NONPRINT MATERIALS	\$379,000.00	\$29,020.17	\$29,404.45	\$42,389.62	\$27,496.37	\$25,458.34	\$50,974.71	\$25,302.21	\$35,119.52	\$36,094.53	\$301,259.92	\$77,740.08	79.49%
45400	ELECTRONIC RESOURCES	\$69,000.00	\$14,857.64	\$0.00	\$1,354.95	\$0.00	\$0.00	\$4,000.00	\$3,210.00	\$0.00	\$1,499.00	\$24,921.59	\$44,078.41	36.12%
		\$7,465,919.5	\$513,531.05	\$559,026.37	\$546,841.5	\$612,311.4	\$511,412.4	\$502,166.3	\$769,632.9	\$525,166.2	\$504,383.2	\$5,044,471.69	\$2,421,447.83	67.57%

# MONROE COUNTY PUBLIC LIBRARY

## LIRF Budget & Expenditure Report

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2010	June 2011	July 2011	Aug 2011	Sept 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31200	ENGINEERING/ARCHITECTU	\$42,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,100.00	0.00%
35200	ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.21	\$15.21	-\$15.21	0.00%
35300	WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.44	\$87.01	\$102.86	\$177.48	\$47.73	\$502.52	-\$502.52	0.00%
36100	BUILDING REPAIRS	\$21,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,458.00	0.00%
44300	OTHER EQUIPMENT	\$83,374.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,374.00	0.00%
44400	LAND/BUILDINGS	\$0.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,482.62	-\$98,482.62	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23.10	\$23.10	\$149,976.90	0.02%
		\$296,932.00	\$0.00	\$97,315.37	\$0.00	\$1,167.25	\$87.44	\$87.01	\$102.86	\$177.48	\$86.04	\$99,023.45	\$197,908.55	33.35%

# MONROE COUNTY PUBLIC LIBRARY

## Debt Service Budget & Expenditures Report

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
37100	REAL ESTATE	\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.3	\$166,333.33	\$166,333.33	\$1,497,000.01	\$498,999.99	75.00%
39200	INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,996,000.00	\$166,333.3	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.3	\$166,333.3	\$166,333.33	\$166,333.33	\$1,497,000.01	\$498,999.99	75.00%

# MONROE COUNTY PUBLIC LIBRARY

## Rainy Day Budget & Expenditures Report

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	2011 YTD Amt	2011 YTD Balance	2011 %YTD Budget
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
21300	OFFICE SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22100	CLEANING SUPPLIES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
22500	CIRCULATION SUPPLIES	\$87,048.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,048.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
36100	BUILDING REPAIRS	\$78,794.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78,794.00	0.00%
44300	OTHER EQUIPMENT	\$29,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,825.00	0.00%
44450	BUILDING RENOVATION	\$105,643.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,643.00	0.00%
		\$473,310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$473,310.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
11300	PROF/SUPERVISORS	\$64,000.00	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$4,564.32	\$6,846.48	\$4,564.32	\$4,564.33	\$43,361.05	\$20,638.95	67.75%
11400	PROFESSIONAL ASSISTANT	\$120,000.00	\$9,188.18	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$9,188.16	\$13,782.25	\$9,188.16	\$9,188.16	\$87,287.55	\$32,712.45	72.74%
11600	CLERICAL ASSISTANTS	\$173,000.00	\$12,328.97	\$13,195.22	\$13,321.23	\$13,304.77	\$13,828.82	\$11,406.84	\$20,326.60	\$13,889.04	\$14,144.35	\$125,745.84	\$47,254.16	72.69%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$21,500.00	\$1,537.81	\$1,588.88	\$1,596.71	\$1,594.60	\$1,625.65	\$1,483.56	\$2,420.79	\$1,632.52	\$1,643.23	\$15,123.75	\$6,376.25	70.34%
12300	PERF/EMPLOYER	\$22,000.00	\$0.00	\$0.00	\$0.00	\$5,067.40	\$0.00	\$0.00	\$5,761.71	\$0.00	\$0.00	\$10,829.11	\$11,170.89	49.22%
12400	INS/EMPLOYER	\$45,500.00	\$2,942.80	\$9,650.59	\$4,254.90	\$7,539.28	\$6,136.68	\$0.00	\$10,083.96	\$4,728.73	\$3,798.53	\$49,135.47	-\$3,635.47	107.99%
12500	MEDICARE/EMPLOYER	\$5,000.00	\$359.65	\$371.60	\$373.42	\$372.94	\$380.19	\$346.96	\$566.15	\$381.79	\$384.31	\$3,537.01	\$1,462.99	70.74%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$129.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129.95	\$370.05	25.99%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$34.76	\$0.00	\$40.00	\$139.20	\$0.00	\$42.26	\$41.02	\$41.68	\$123.32	\$462.24	\$537.76	46.22%
22700	VIDEO TAPE/MEDIA	\$20,000.00	\$6,138.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.90	\$0.00	\$6,514.40	\$13,485.60	32.57%
23000	IS SUPPLIES	\$1,000.00	\$599.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.96	\$728.93	\$271.07	72.89%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.40	\$22.40	-\$22.40	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$303.54	\$183.50	\$59.98	\$328.84	\$1,714.30	\$202.66	\$1,329.77	\$138.79	\$305.00	\$4,566.38	\$5,433.62	45.66%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	\$9,750.00	2.50%
31200	ENGINEERING/ARCHITECT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	-\$2,500.00	0.00%
31300	LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$250.37	\$499.49	\$254.18	\$248.18	\$0.00	\$505.50	\$0.00	\$497.38	\$2,255.10	\$1,244.90	64.43%
32200	POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.10	\$85.93	\$0.00	\$0.00	\$0.00	\$107.03	\$392.97	21.41%
36300	OTHER EQUIP/FURNITURE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,256.65	\$0.00	\$923.94	\$0.00	\$297.96	\$3,478.55	\$521.45	86.96%
37100	REAL ESTATE	\$2,000.00	\$696.00	\$0.00	\$0.00	\$0.00	\$1,170.00	\$696.00	\$0.00	\$412.50	\$0.00	\$2,974.50	-\$974.50	148.73%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00	\$980.00	34.67%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS	\$10,000.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$7,500.00	\$2,500.00	75.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00	\$4,930.00	1.40%
		\$549,300.00	\$43,694.50	\$38,992.64	\$33,898.21	\$42,553.64	\$41,654.05	\$28,016.69	\$65,088.17	\$35,353.43	\$37,847.93	\$367,099.26	\$182,200.74	66.83%

# MONROE COUNTY PUBLIC LIBRARY

10/14/11 9:41 AM

Page 1

## LCPF Budget & Expenditure Report

January 1, 2011 to September 30, 2011

9 months = 75.0%

Object	Object Descr	2011 Budget	Jan 2011	Feb 2011	Mar 2011	Apr 2011	May 2011	June 2011	July 2011	Aug 2011	Sept 2011	YTD Amount	2011 YTD Balance	2011 %YTD Budget
31105	ENCUMBERED	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	100.00%
31500	MAINTENANCE	\$0.00	\$1,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,189.92	\$0.00	\$0.00	\$0.00	\$17,585.92	-\$17,585.92	0.00%
44300	OTHER EQUIPMENT	\$279,000.00	\$0.00	\$0.00	\$572.65	\$0.00	\$0.00	\$48,750.00	\$199,665.00	\$0.00	\$7,170.31	\$256,157.96	\$22,842.04	91.81%
44305	ENCUMBERED	\$95,635.00	\$86,250.25	\$0.00	\$8,564.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94,815.00	\$820.00	99.14%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$522.30	\$5,830.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,352.30	-\$6,352.30	0.00%
44600	IS EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$3,509.00	\$2,027.88	\$0.00	\$10,225.78	\$0.00	\$0.00	\$4,041.06	\$19,803.72	\$30,196.28	39.61%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44700	EQUIPMENT - CATS	\$45,000.00	\$0.00	\$2,384.10	\$0.00	\$1,498.98	\$19,356.79	\$4,020.91	\$12,053.24	\$922.89	\$4,324.88	\$44,561.79	\$438.21	99.03%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$158.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158.99	\$4,841.01	3.18%
		\$505,635.00	\$87,646.25	\$8,384.10	\$12,646.40	\$4,208.15	\$25,186.79	\$79,186.61	\$211,718.24	\$922.89	\$15,536.25	\$445,435.68	\$60,199.32	88.09%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2011 compared to 2010: Period Ending September

Fund	Fund Descr	2011 Budget	September 2011 Amt	2011 YTD Amt	2010 Budget	September 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,465,919.52	\$504,383.29	\$5,044,471.69	\$8,122,055.00	\$579,239.15	\$5,295,104.88	-5.00%
002	JAIL	\$0.00	\$569.43	\$3,938.09	\$6,000.00	\$464.80	\$3,389.18	16.00%
003	CLEARING	\$0.00	\$0.00	\$3,359.68	\$27,651.18	\$425.00	\$31,501.22	-89.00%
004	GIFT	\$0.00	\$0.00	\$334.68	\$12,738.00	\$2,004.48	\$6,070.71	-94.00%
005	PLAC	\$0.00	\$0.00	\$8,652.00	\$0.00	\$2,900.00	\$11,742.00	-26.00%
006	RETIREEES	\$0.00	\$2,299.17	\$17,397.87	\$0.00	\$2,930.14	\$14,650.70	19.00%
007	LIRF	\$296,932.00	\$86.04	\$99,023.45	\$525,317.75	\$6,720.00	\$291,539.54	-66.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,497,000.01	\$1,996,000.00	\$166,333.33	\$1,497,000.01	0.00%
009	RAINY DAY	\$473,310.00	\$0.00	\$0.00	\$206,488.00	\$1,326.29	\$13,612.33	-100.00%
010	PAYROLL	\$0.00	\$315,915.31	\$3,050,137.69	\$0.00	\$334,869.65	\$3,096,170.77	-1.00%
011	INVESTMENT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$5,269.05	\$0.00	\$5,234.18	-100.00%
016	GIFT-RESTRICED	\$7,100.00	\$3,968.68	\$57,356.76	\$26,134.48	\$6,936.35	\$54,714.96	5.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$20,542.28	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$225,233.24	\$0.00	\$225,233.24	-100.00%
019	GIFT-FOUNDATION	\$0.00	\$6,960.29	\$47,760.66	\$74,118.76	\$4,019.35	\$45,365.56	5.00%
020	SPECIAL	\$549,300.00	\$37,847.93	\$367,099.26	\$554,557.00	\$37,071.65	\$373,069.74	-2.00%
021	CAPITAL	\$505,635.00	\$15,536.25	\$445,435.68	\$726,509.55	\$25,436.49	\$494,888.18	-10.00%
022	GATES	\$0.00	\$0.00	\$10,400.00	\$15,600.00	\$0.00	\$15,285.50	-32.00%
023	LSTA-CIVIL WAR	\$5,274.27	\$0.00	\$5,134.59	\$19,705.00	\$2,603.63	\$8,227.30	-38.00%
024	FINRA GRANT	\$0.00	\$3,562.46	\$10,926.92	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$8,650.00	\$3,127.37	\$3,248.42	\$0.00	\$0.00	\$0.00	0.00%
		\$11,308,120.79	\$1,060,589.55	\$10,692,219.73	\$12,543,377.01	\$1,173,280.31	\$11,482,800.00	-7.00%



# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

Current Period compared to Prior Period  
 Current Period: September 2011  
 Operating Fund

Source	Source Descr	2011 Budget	September 2011 Amt	2011 YTD Amt	2010 Budget	September 2010 Amt	2010 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,521,806.00	\$0.00	\$2,587,663.98	\$4,861,253.00	\$0.00	\$3,092,124.09	-16.00%
00200	INTANGIBLES TAX	\$8,500.00	\$0.00	\$5,115.46	\$12,699.00	\$0.00	\$4,914.50	4.00%
00300	LICENSE EXCISE TAX	\$263,000.00	\$0.00	\$178,720.02	\$346,364.00	\$0.00	\$327,565.86	-45.00%
00400	COUNTY OPTION INCOME TAX	\$1,817,000.00	\$173,115.12	\$1,562,139.23	\$2,217,128.00	\$184,760.67	\$1,662,846.03	-6.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$30,000.00	\$0.00	\$17,308.52	\$40,163.00	\$0.00	\$17,035.19	2.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$0.00	\$367.31	\$2,927.15	\$4,000.00	\$431.31	\$3,206.61	-9.00%
03500	LOST/DAMAGED	\$10,000.00	\$1,940.47	\$22,296.75	\$12,000.00	\$1,849.31	\$19,685.25	13.00%
03600	FINES/FEES	\$150,000.00	\$13,323.37	\$160,252.64	\$180,000.00	\$15,428.60	\$151,845.21	6.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$5,700.00	\$1,475.30	\$10,669.41	\$12,000.00	\$1,649.15	\$10,413.98	2.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$83.04	\$23,371.10	\$0.00	\$304.13	\$5,050.96	363.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$14,754.23	\$14,754.23	\$10,000.00	\$0.00	\$0.00	0.00%
10000	REALESTATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11500	STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
17000	READER PRINTER RECEIPTS	\$0.00	\$92.60	\$1,840.71	\$1,000.00	\$127.95	\$1,012.23	82.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$0.00	\$1,372.00	\$9,390.67	\$0.00	\$166.64	\$1,441.53	551.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20100	CABLE ACCESS FEES - COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20200	CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
21300	RENT INCOME	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$6,816,006.00	\$206,523.44	\$4,599,149.87	\$7,696,607.00	\$204,717.76	\$5,297,141.44	-13.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: September 2011

<b>FUND Descr</b>	<b>09/01/2011</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>09/30/2011</b>	<b>Bal Sht Descr</b>
OPERATING	-\$137.67	\$0.00	\$0.00	-\$137.67	CHASE/BANK ONE CHECKING
OPERATING	\$67.71	\$5.96	\$0.00	\$73.67	CHASE/BANK ONE SAVINGS
OPERATING	\$13,447.81	\$8,530.46	\$44.39	\$21,933.88	ONB/MONROE BANK CHECKING
OPERATING	\$12,808.32	\$8,732.42	\$50.00	\$21,490.74	UNITED COMMERCE BANK
OPERATING	\$9,090.07	\$692,959.71	\$509,359.31	\$192,690.47	FIFTH THIRD BANK CHECKING
OPERATING	\$982,536.63	\$1,365.30	\$500,000.00	\$483,901.93	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,017,812.87	\$711,593.85	\$1,009,453.70	\$719,953.02	
JAIL	\$2,631.34	\$0.00	\$569.43	\$2,061.91	FIFTH THIRD BANK CHECKING
CLEARING	\$0.00	\$15.00	\$0.00	\$15.00	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$178.42	\$169.23	\$0.00	\$347.65	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$42,134.91	\$0.00	\$0.00	\$42,134.91	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$42,313.33	\$169.23	\$0.00	\$42,482.56	
PLAC	\$306.00	\$156.40	\$12.40	\$450.00	ONB/MONROE BANK CHECKING
PLAC	\$550.00	\$850.00	\$0.00	\$1,400.00	UNITED COMMERCE BANK
PLAC	\$500.00	\$0.00	\$0.00	\$500.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$1,356.00	\$1,006.40	\$12.40	\$2,350.00	
RETIREEES	\$1,302.79	\$2,419.17	\$2,299.17	\$1,422.79	FIFTH THIRD BANK CHECKING
LIRF	\$20,000.00	\$0.00	\$0.00	\$20,000.00	CHASE/BANK ONE CHECKING
LIRF	\$50,013.55	\$0.00	\$0.00	\$50,013.55	CHASE/BANK ONE SAVINGS
LIRF	\$20,168.25	\$313.15	\$86.04	\$20,395.36	FIFTH THIRD BANK CHECKING
LIRF	\$855,993.67	\$0.00	\$0.00	\$855,993.67	FIFTH THIRD BANK SAVINGS
Fund 007 LIRF	\$946,175.47	\$313.15	\$86.04	\$946,402.58	
DEBT SERVICE	\$254,127.57	\$0.00	\$0.00	\$254,127.57	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$4,231.95	\$0.00	\$0.00	\$4,231.95	FIFTH THIRD BANK CHECKING
RAINY DAY	\$804,669.12	\$0.00	\$0.00	\$804,669.12	FIFTH THIRD BANK SAVINGS
Fund 009 RAINY DAY	\$808,901.07	\$0.00	\$0.00	\$808,901.07	
PAYROLL	\$15,684.68	\$316,689.12	\$315,915.31	\$16,458.49	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$160.00	\$1,616.72	\$0.00	\$1,776.72	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$72,385.64	\$13,055.19	\$6,548.68	\$78,892.15	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$72,545.64	\$14,671.91	\$6,548.68	\$80,668.87	
GIFT-FOUNDATION	\$22,409.04	\$17,850.13	\$7,560.42	\$32,698.75	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$172,030.54	\$0.00	\$37,847.93	\$134,182.61	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$75,000.00	\$0.00	\$0.00	\$75,000.00	FIFTH THIRD BANK SAVINGS

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: September 2011

<b>FUND Descr</b>	<b>MTD 09/01/2011</b>	<b>MTD Debit</b>	<b>Credit</b>	<b>09/30/2011</b>	<b>Bal Sht Descr</b>
Fund 020 SPECIAL REVENUE	\$247,030.54	\$0.00	\$37,847.93	\$209,182.61	
CAPITAL PROJECTS	-\$117,221.16	\$9,016.19	\$24,552.44	-\$132,757.41	FIFTH THIRD BANK CHECKING
FINRA GRANT	\$32,426.54	\$0.00	\$3,562.46	\$28,864.08	FIFTH THIRD BANK CHECKING
LSTA-SMITHVILLE NEWS PAPER	-\$121.05	\$0.00	\$3,127.37	-\$3,248.42	FIFTH THIRD BANK CHECKING
	<b>\$3,347,374.67</b>	<b>\$1,073,744.15</b>	<b>\$1,411,535.35</b>	<b>\$3,009,583.47</b>	

**MONROE COUNTY PUBLIC LIBRARY**

10/13/11 12:38 PM  
Page 1

**\*Check Reconciliation©  
CHASE BANK CHECKING  
06100 BANKONECK  
September 2011**

**Account**

Beginning Balance on 9/1/2011	\$20,605.18	Cleared	\$20,605.18
+ Receipts/Deposits	\$0.00	Statement	\$20,605.18
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 9/30/2011	\$20,605.18		

**Check Book Balance**

Active	G 001-06100	OPERATING	-\$137.67
Active	G 002-06100	JAIL	\$0.00
Active	G 003-06100	CLEARING	\$0.00
Active	G 004-06100	GIFT UNRESTRICTED	\$0.00
Active	G 005-06100	PLAC	\$0.00
Active	G 006-06100	RETIREES	\$0.00
Active	G 007-06100	LIRF	\$20,000.00
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$0.00
Active	G 010-06100	PAYROLL	\$0.00
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$0.00
Active	G 017-06100	LEVY EXCESS	\$0.00
Active	G 019-06100	GIFT-FOUNDATION	\$0.00
Active	G 020-06100	SPECIAL REVENUE	\$0.00
Active	G 021-06100	CAPITAL PROJECTS	\$0.00
Active	G 022-06100	GATES HARDWARE	\$0.00
Active	G 023-06100	LSTA-CIVIL WAR	\$0.00
Active	G 024-06100	FINRA GRANT	\$0.00

Cash Balance **\$19,862.33**

Beginng Balance	\$20,605.18
+ Total Deposits	\$0.00
- Checks Written	\$742.85

Check Book Balance **\$19,862.33**  
O/S Checks **\$742.85**

**MONROE COUNTY PUBLIC LIBRARY**

10/13/11 12:47 PM  
Page 1

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**September 2011**

**Account**

Beginning Balance on	9/1/2011	\$50,081.26	Cleared	\$50,087.22
+	Receipts/Deposits	\$5.96	Statement	\$50,087.22
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	9/30/2011	\$50,087.22		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$73.67
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$50,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00

Cash Balance **\$50,087.22**

Beginng Balance	\$50,081.26
+ Total Deposits	\$5.96
- Checks Written	\$0.00

Check Book Balance	\$50,087.22
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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Page 1

**\*Check Reconciliation©  
ONB MONROE CHECKING  
06300 ONB/MONROE  
September 2011**

**Account**

Beginning Balance on 9/1/2011	\$14,092.23	Cleared	\$24,508.25
+ Receipts/Deposits	\$10,460.41	Statement	\$24,508.25
- Payments (Checks and Withdrawals)	\$44.39	Difference	\$0.00
Ending Balance as of 9/30/2011	\$24,508.25		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$21,933.88
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$347.65
Active	G 005-06300	PLAC	\$450.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$1,776.72
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	<b>\$24,508.25</b>
	Beginng Balance	\$14,092.23	
	+ Total Deposits	\$10,460.41	
	- Checks Written	\$44.39	
	Check Book Balance	\$24,508.25	
	Difference	\$0.00	

MONROE COUNTY PUBLIC LIBRARY

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Page 1

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UNITED COMMERCE

06400 UNITED COM

September 2011

**Account**

Beginning Balance on 9/1/2011	\$13,358.32	Cleared	\$22,890.74
+ Receipts/Deposits	\$9,532.42	Statement	\$22,890.74
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 9/30/2011	\$22,890.74		

**Check Book Balance**

Active	G 001-06400	OPERATING	\$21,490.74
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$0.00
Active	G 005-06400	PLAC	\$1,400.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	<b>\$22,890.74</b>
	Beginng Balance	\$13,358.32	
	+ Total Deposits	\$9,532.42	
	- Checks Written	\$0.00	
	Check Book Balance	\$22,890.74	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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Page 1

**\*Check Reconciliation©**

**FIFTH THIRD CHECKING**

**06500 FIFTHCKNG**

**September 2011**

**Account**

Beginning Balance on 9/1/2011	\$280,032.27	Cleared	\$423,921.12
+ Receipts/Deposits	\$718,448.27	Statement	\$423,921.12
- Payments (Checks and Withdrawals)	\$574,559.42	Difference	\$0.00
Ending Balance as of 9/30/2011	\$423,921.12		

**Check Book Balance**

Active	G 001-06500	OPERATING	\$192,690.47
Active	G 002-06500	JAIL	\$2,061.91
Active	G 003-06500	CLEARING	\$15.00
Active	G 004-06500	GIFT UNRESTRICTED	\$42,134.91
Active	G 005-06500	PLAC	\$500.00
Active	G 006-06500	RETIREES	\$1,422.79
Active	G 007-06500	LIRF	\$20,395.36
Active	G 008-06500	DEBT SERVICE	\$0.00
Active	G 009-06500	RAINY DAY	\$4,231.95
Active	G 010-06500	PAYROLL	\$16,458.49
Active	G 016-06500	GIFT-RESTRICED	\$78,892.15
Active	G 019-06500	GIFT-FOUNDATION	\$32,698.75
Active	G 020-06500	SPECIAL REVENUE	\$134,182.61
Active	G 021-06500	CAPITAL PROJECTS	-\$132,757.41
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$28,864.08
Active	G 025-06500	LSTA-SMITHVILLE NEWS	-\$3,248.42
		Cash Balance	<b>\$418,542.64</b>

Beginng Balance	\$280,032.27	
+ Total Deposits	\$718,448.27	
- Checks Written	\$579,937.90	
Check Book Balance	\$418,542.64	
O/S Checks	\$5,378.48	



**MONROE COUNTY PUBLIC LIBRARY**

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Page 1

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**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**September 2011**

**Account**

Beginning Balance on 9/1/2011	\$2,972,326.99	Cleared	\$2,473,692.29
+ Receipts/Deposits	\$1,365.30	Statement	\$2,473,692.29
- Payments (Checks and Withdrawals)	\$500,000.00	Difference	\$0.00
Ending Balance as of 9/30/2011	\$2,473,692.29		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$483,901.93
Active	G 007-06510	LIRF	\$855,993.67
Active	G 008-06510	DEBT SERVICE	\$254,127.57
Active	G 009-06510	RAINY DAY	\$804,669.12
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$75,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash Balance **\$2,473,692.29**

Beginng Balance	\$2,972,326.99
+ Total Deposits	\$1,365.30
- Checks Written	\$500,000.00

Check Book Balance	\$2,473,692.29
Difference	\$0.00

## 2011 BOARD OF TRUSTEES CALENDAR

<i>Month</i>	<i>Date</i>	<i>Date</i>	<i>Topic</i>
January	12	Work Session	
	19	Board Meeting	Annual Transfer of Appropriations Resolution to Request Advance Tax Draws Election of Board Officers
	19	Board of Finance	Review Investment Report and Policy
February	9	Work Session	
	16	Board Meeting	
March	9	Work Session	Draft Library Capital Projects Fund
	23	Board Meeting	Approve Library Capital Projects Fund Plan for advertising
April	13	Work Session	
	20	Public Hearing	Library Capital Projects Fund Plan
	20	Board Meeting	Adopt Library Capital Projects Fund Plan and forward to County Council
May	11	Work Session	
	18	Board Meeting	Program Update: At War and At Home
June	8	Work Session	Budget Timeline and Priorities
	15	Board Meeting	Program Update: Homework Help
July	13	Work Session	Draft 2012 Budget
	20	Board Meeting	
August	10	Work Session	Revised 2011 Budget
	17	Board Meeting	Approve 2012 Budget for advertising
September	14	Work Session	
	21	Public Hearing	2012 Budget
	21	Board Meeting	Bond: Adopt reimbursement resolution and preliminary bond resolution
October	19	Work Session	2012 Budget, as recommended by County Council
	26	Board Meeting	Bond: Public hearing on additional appropriations Adopt 2012 Budget Bond: Adopt additional appropriations resolution
November	9	Work Session	
	16	Board Meeting	Approve 2012 employee insurance package
December	14	Work Session	
	21	Board Meeting	Approve 2012 salary schedule

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: October 19, 2011

### Beginning Employment

None

### Job Changes

- Brandon Rome, from Circulation, Technician-Reserves, Pay Grade E, 37.5 hours per week to Adult & Teen Services, Reference Assistant, Pay Grade F, 37.5 hours per week, effective October 10, 2011.
- Christina Jones, Children’s Services, Librarian, Pay Grade H, from 20 hours to 25 hours, effective October 24, 2011

### Ending Employment

- Matthew Butler, Adult & Teen Services, Temporary, Digitization Technician, Pay Grade F, up to 25 hours per week, effective September 30, 2011.
- Cory Burger, Adult & Teen Services, Temporary, Research Assistant, Pay Grade F, up to 25 hours per week, effective September 30, 2011.

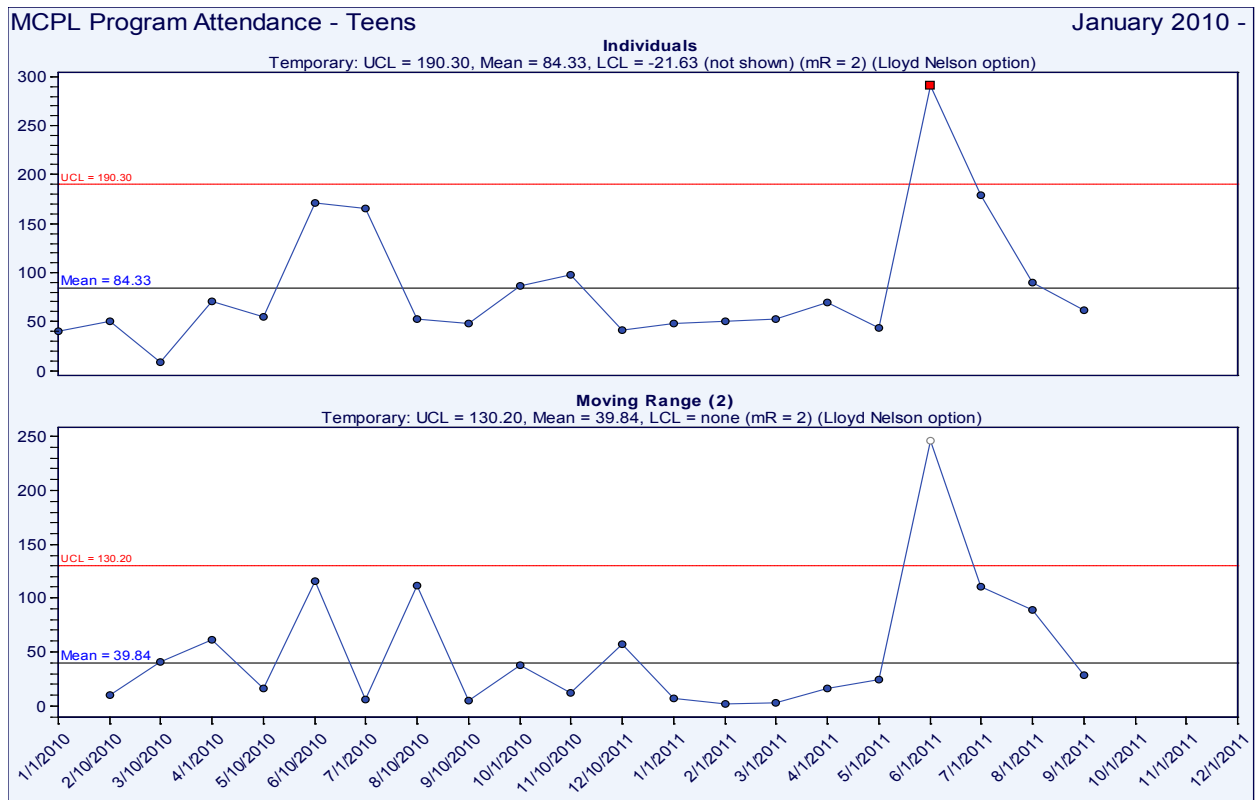
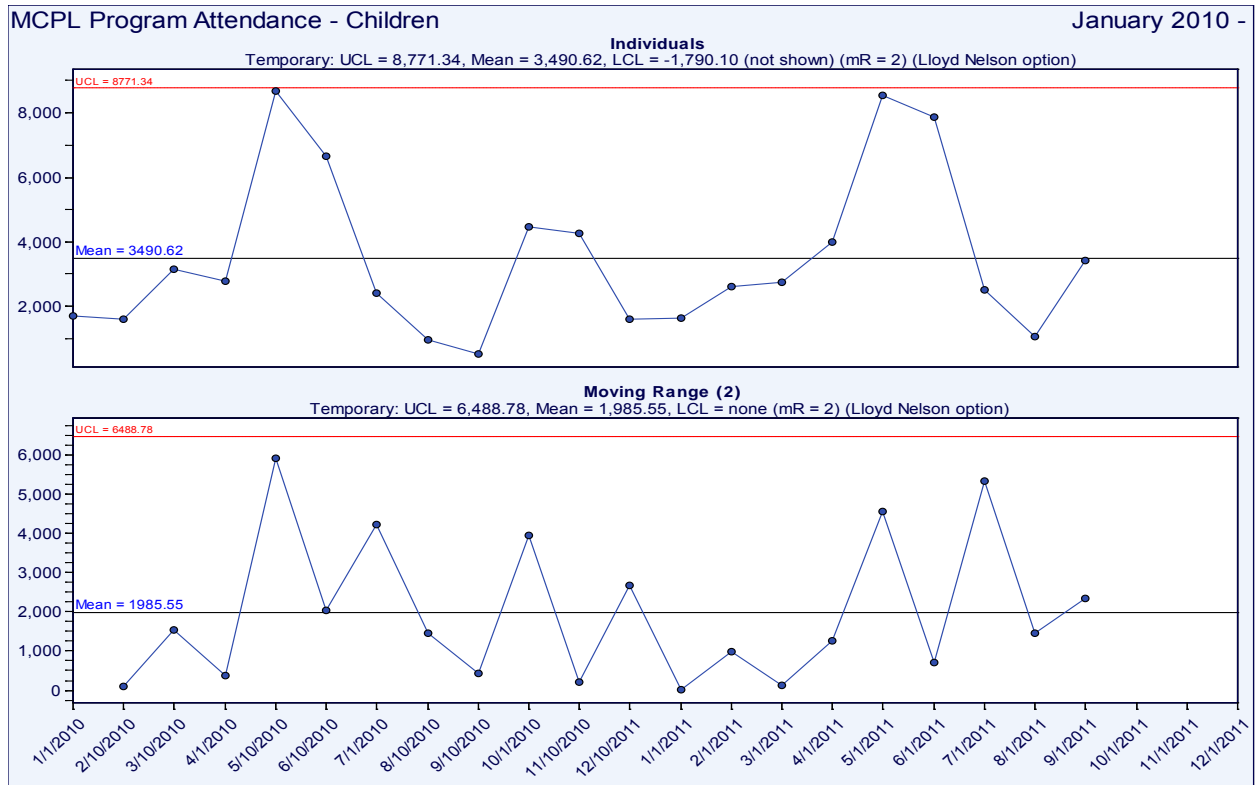
Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

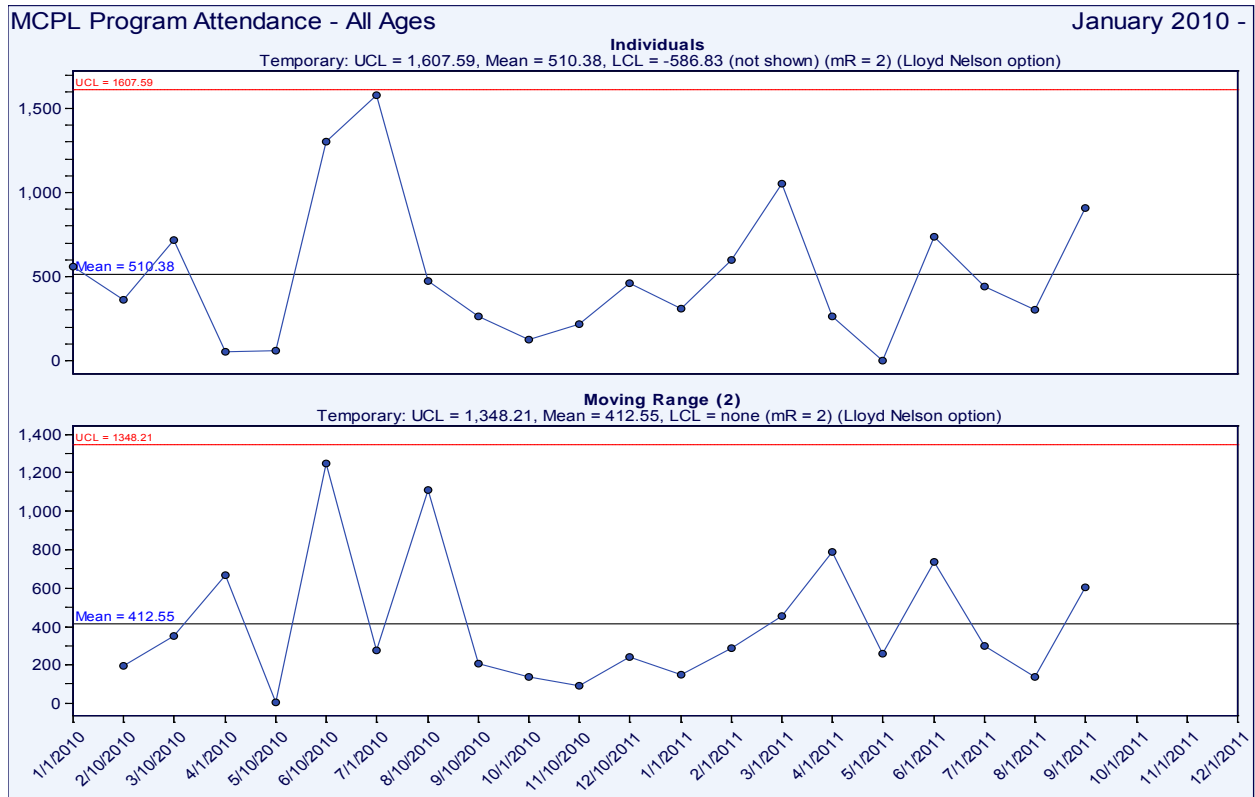
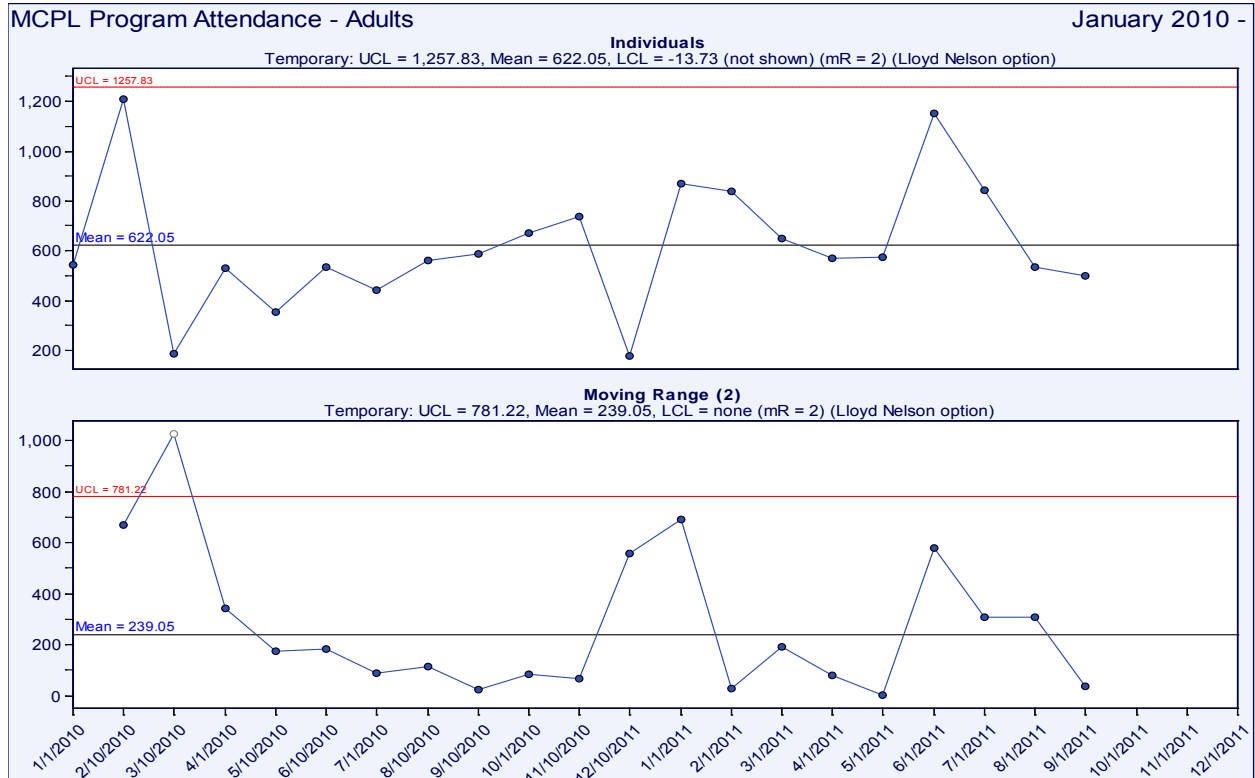
Pay Date	Employees- Op Fund	Employees- Special Rev	Employees- Total	Hours- Op Fund	Hours- Special Rev	Hours- Total	Wages- Op Fund	Wages- Special Rev	Wages- Total
01/15/10	154	21	175	4,370	560	4,930	142,872	16,520	159,393
01/29/10	160	24	184	4,470	610	5,080	147,421	17,582	165,003
02/12/10	160	24	184	4,490	610	5,100	148,044	17,428	165,471
02/26/10	158	24	182	4,425	610	5,035	149,770	17,993	167,763
03/12/10	157	24	181	4,400	610	5,010	143,389	18,366	161,754
03/26/10	153	24	177	4,328	610	4,938	144,153	17,880	162,032
04/09/10	158	24	182	4,425	610	5,035	149,770	17,228	166,998
04/23/10	157	24	181	4,400	610	5,010	143,389	17,880	161,268
05/07/10	155	24	179	4,348	610	4,958	142,259	18,357	160,616
05/21/10	157	22	179	4,388	580	4,968	143,434	17,173	160,607
06/04/10	156	22	178	4,343	575	4,918	143,981	17,037	161,018
06/18/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/02/10	155	25	180	4,328	625	4,953	144,334	17,729	162,063
07/16/10	153	21	174	4,328	560	4,888	144,153	16,936	161,089
07/30/10	152	24	176	4,315	600	4,915	144,321	18,406	162,727
08/13/10	153	23	176	4,330	575	4,905	149,879	18,907	168,786
08/27/10	151	23	174	4,330	575	4,905	149,879	18,907	168,786
09/10/10	153	23	176	4,305	575	4,880	146,193	18,625	164,819
09/24/10	152	23	175	4,295	575	4,870	144,752	16,901	161,653
10/08/10	150	23	173	4,265	585	4,850	142,106	18,027	160,133
10/22/10	147	23	170	4,215	575	4,790	141,748	17,329	159,077
11/05/10	152	22	174	4,285	560	4,845	142,239	17,061	159,300
11/19/10	151	21	172	4,260	545	4,805	145,889	16,697	162,586
12/03/10	149	22	171	4,208	560	8,975	140,295	16,998	157,293
12/17/10	150	22	172	4,223	560	4,783	138,766	16,613	155,379
12/30/10	150	22	172	4,223	560	4,783	140,025	16,683	156,708
01/14/11	144	22	166	4,158	560	4,718	142,503	16,346	158,848
01/28/11	145	22	167	4,128	530	4,658	140,762	16,770	157,532
02/11/11	144	22	166	4,113	560	4,673	140,709	17,471	158,180
02/25/11	143	22	165	4,068	560	4,628	140,146	17,062	157,208
03/11/11	144	22	165	4,135	560	4,695	142,866	17,233	160,109
03/25/11	144	22	166	4,125	560	4,685	142,444	17,133	159,577
04/08/11	143	22	165	4,125	560	4,685	142,482	16,653	159,135

Monroe County Public Library Employees, Hours and Wages, by Pay Period, 2010-

04/22/11	144	22	166	4,108	560	4,668	141,099	17,477	158,576
05/06/11	144	23	167	4,175	580	4,755	144,421	17,470	161,891
05/22/11	151	23	174	4,240	580	4,820	143,606	18,021	161,627
06/03/11	146	21	167	4,160	530	4,690	143,098	17,193	160,291
06/17/11	147	19	166	4,170	550	4,720	143,688	15,761	159,449
07/01/11	147	19	166	4,173	575	4,748	144,313	17,093	161,406
07/15/11	144	20	164	4,095	575	4,670	141,369	17,945	159,314
07/29/11	146	20	166	4,158	575	4,733	157,807	17,099	174,906
08/12/11	143	20	163	4,085	575	4,660	153,319	18,247	171,566
08/26/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/09/11	144	22	166	4,093	605	4,698	140,964	17,431	158,395
09/23/11	137	22	159	3,990	605	4,595	143,087	17,431	160,518
10/07/11	137	22	159	3,990	605	4,595	143,087	19,345	162,432

## Goal 1: Strengthen support for literacy and lifelong learning.





## ***1A. Increase pre-literacy skills among low-income children and families.***

- Children's Services provided seven programs for more than 140 adults in September. Most of these were "train the trainer" programs for future teachers and librarians. We hosted Every Child Ready to Read workshops for parents on and offsite as well.
- For the first Head Start preschool story times of the school year, Outreach Librarian Polly Nuest presented dog-themed stories, action songs, a felt board story, and a surprise guest; a very shy puppy puppet named Marshmallow, who exhibited excellent print motivation. Marshmallow also helped calm wiggly new-to-school kids because, after all, "We don't want to scare baby Marshmallow."
- Three separate Head Start classes called and arranged programs at the Ellettsville Branch that will occur later this fall.

## ***1B. Support development of reading, language, and comprehension of K-6 students.***

- First Grade Tours have opened with a bang....literally. The Children's Department led 20 classes (more than 400 students) on an extensive tour of the library that included a puppet show and storytelling, Bookmobile tour, information literacy, library cards applications, and a brand new fiction and nonfiction game that climaxed in exploding canisters of Alka-Seltzer.
- At the Ellettsville Branch, staff used the knowledge gained at a recent literacy conference at MCCSC to create a bulletin board based on how to engage and create readers.
- Annual Kindergarten tour dates were organized with teachers at Edgewood Primary. Over the course of four days in November, every Kindergarten in the RBBSC will visit the Ellettsville Branch.

## ***1C. Increase effectiveness of volunteer tutoring programs, including Children's Math and Reading Team, Math Homework Help, and VITAL.***

- The Homework Center opened in Children's Services on September 19. Publicity is still going out, but in the nine days it was open, children sat in for over 70 help sessions.
- The VITAL Tutor Mentor conducted four tutor-learner consultations.
- VITAL established an e-mail list for tutors to communicate and collaborate with one another and with staff. It will serve as a forum to ask questions, to share tutoring strategies, successes, and concerns, and to respond to the comments of others.
- VITAL Coordinator attended Children's Department tutor training to learn about how the Homework Help Center addresses the tutoring needs of MCCSC children. This awareness will help VITAL with continual updating and improvement of tutor training.
- The Ellettsville Branch changed the time of Reading and Writing Help for Teens from evenings to late afternoon. Although it is too early to assess the success of this change, we have seen a modest upswing in attendance during September.

## ***1D. Inform community members about the Library's response to literacy needs.***

- Sue Murphy and Sarah Bowman represented the Library at the Volunteer Fair at Farmers Market on September 17.
- Stephanie Holman conducted a program at the Family Resource Center to inform parents of young children about services they can find at the library.
- Sara Laughlin spoke to Dr. Faiz Rahman's environmental policy class about the upcoming carbon cycle programs at the library and the role of the public library in informing residents about community issues.
- Nine hundred people toured the Bookmobile during the Monroe County Fall Festival.



## ***1E. Strengthen literacy skills of adults.***

- VITAL reported 64 learners matched with individual tutors and 45 ESL students registered for Conversation Practice Groups.
- The *It's Your Money* project is gearing up to make its public debut in October. Along with it comes programming, a web portal to financial literacy resources, new library materials, and marketing that situates the library as a place where 15-29 year-olds (as well as others) can find free and unbiased financial information. On September 20, Melanie Woods, Investing Education Coordinator for the Indiana Secretary of State, provided training on important financial literacy resources and information that the Library and Indiana have to offer and provided answers to commonly asked financial literacy questions. Staff members who attended received 2 LEUs. *It's Your Money* will target five topics over the next year and a half – budgeting, saving, spending, credit/debt, and investing.
- Mickey Needham met with Jason Evans Groth to discuss “It’s Your Money” programming, publicity and collections at the Ellettsville Branch.

## ***1F. Strengthen readers' advisory services.***

- Nola Hartman and Shawn Henline attended Boucheron, a mystery writers' convention. They will share what they learned at a staff session in October.

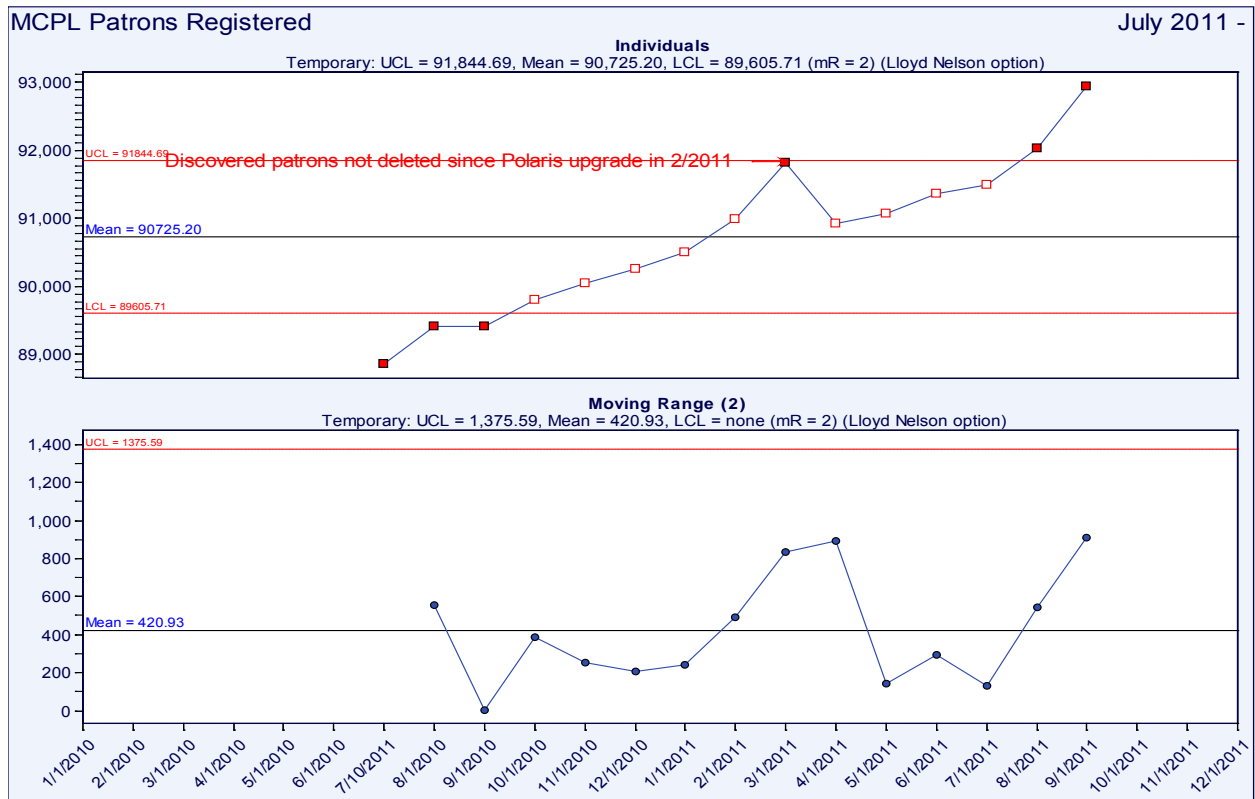
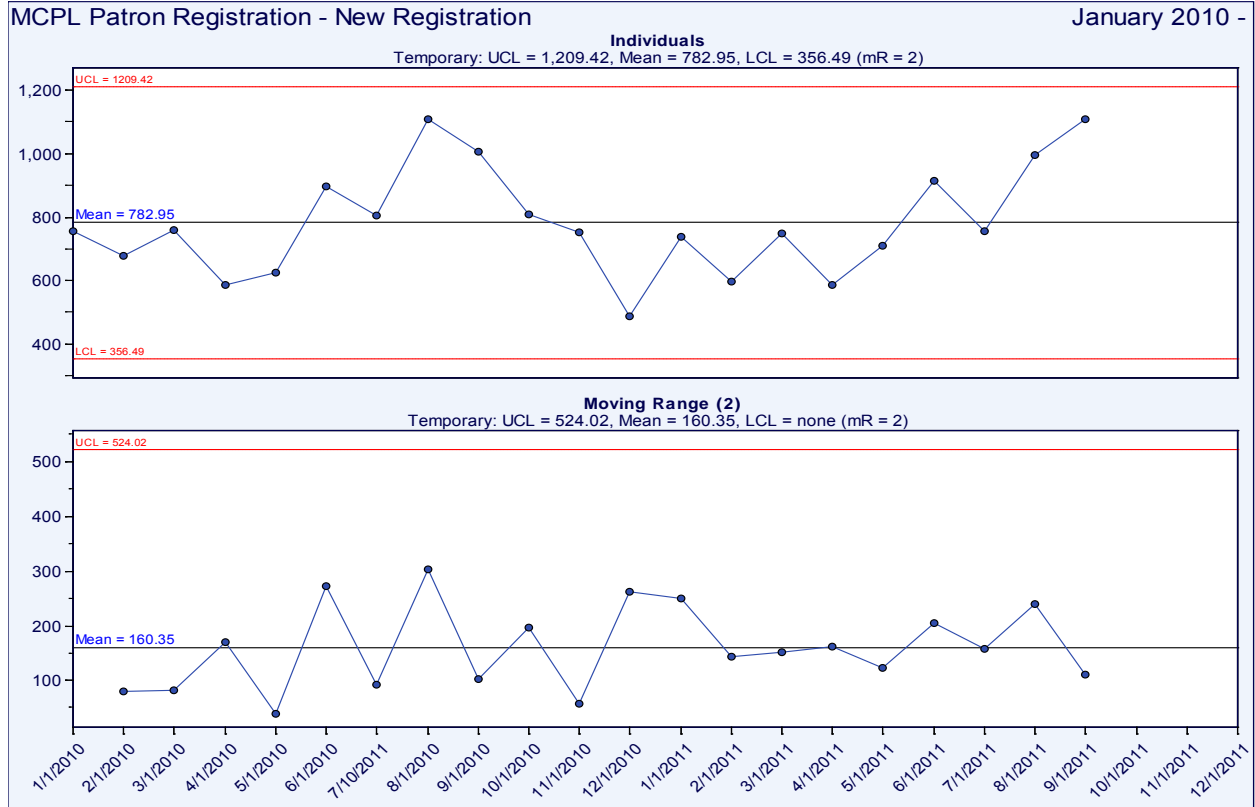
## ***1G. Develop and evaluate partnerships to better serve target audiences.***

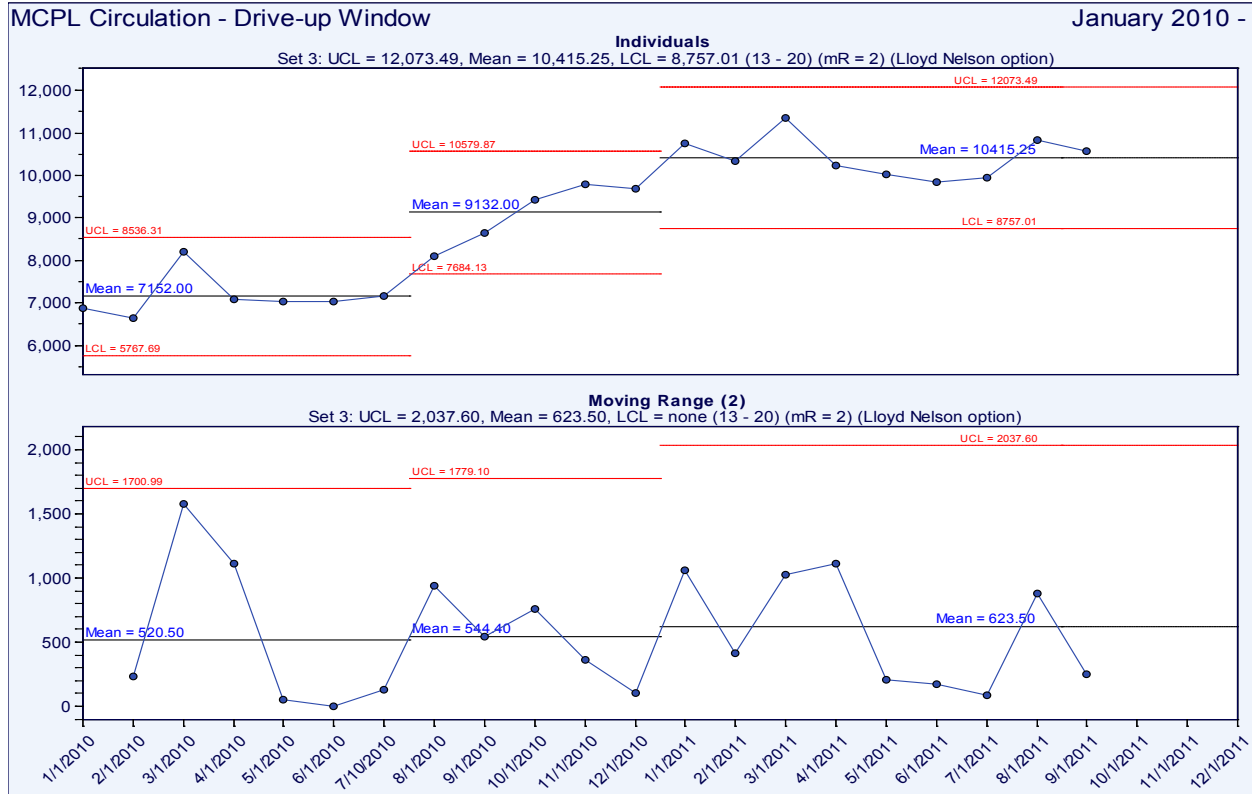
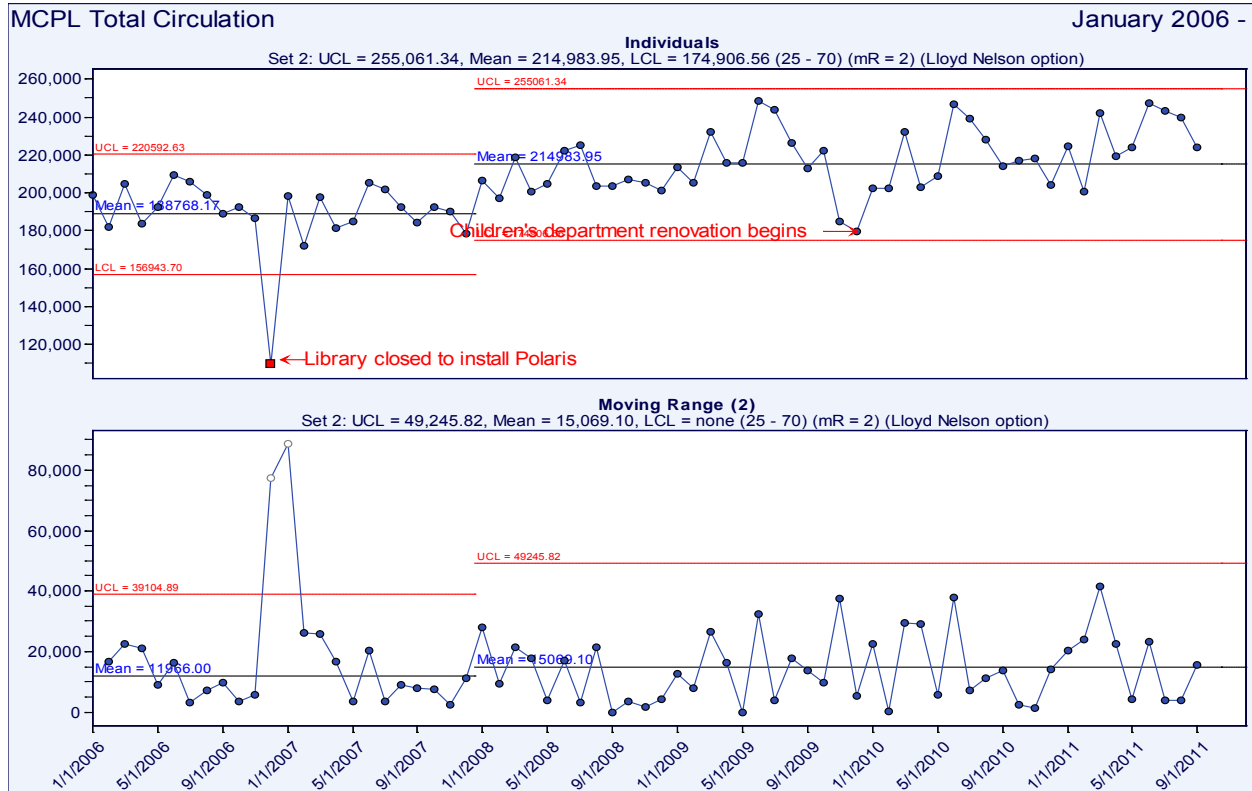
- Lisa Champelli arranged a meeting with Cameron Rains, MCCSC Elementary Curriculum Director, to plan new workshops to assist parents of K-6 struggling readers.
- Mary Frasier arranged two opera programs through the IU Jacob's School of Music.
- Josh Wolf confirmed MCPL's ongoing partnership with the Smart Start Coalition. They are currently seeking funding and content for county-wide “literacy parties,” for which the library may provide Every Child Ready to Read content.
- Stephanie Holman and Chris Hosler attended Partners in Education meetings at Edgewood Primary School (K-2) and Edgewood Intermediate (3 – 5).
- Sara Laughlin and Margaret Harter met with representatives from the IU Center for the Study of Congress and League of Women Voters. The library will host three programs using National Issues Forum materials, in partnership with these two groups.

## **Goal 2: Expand access to information.**

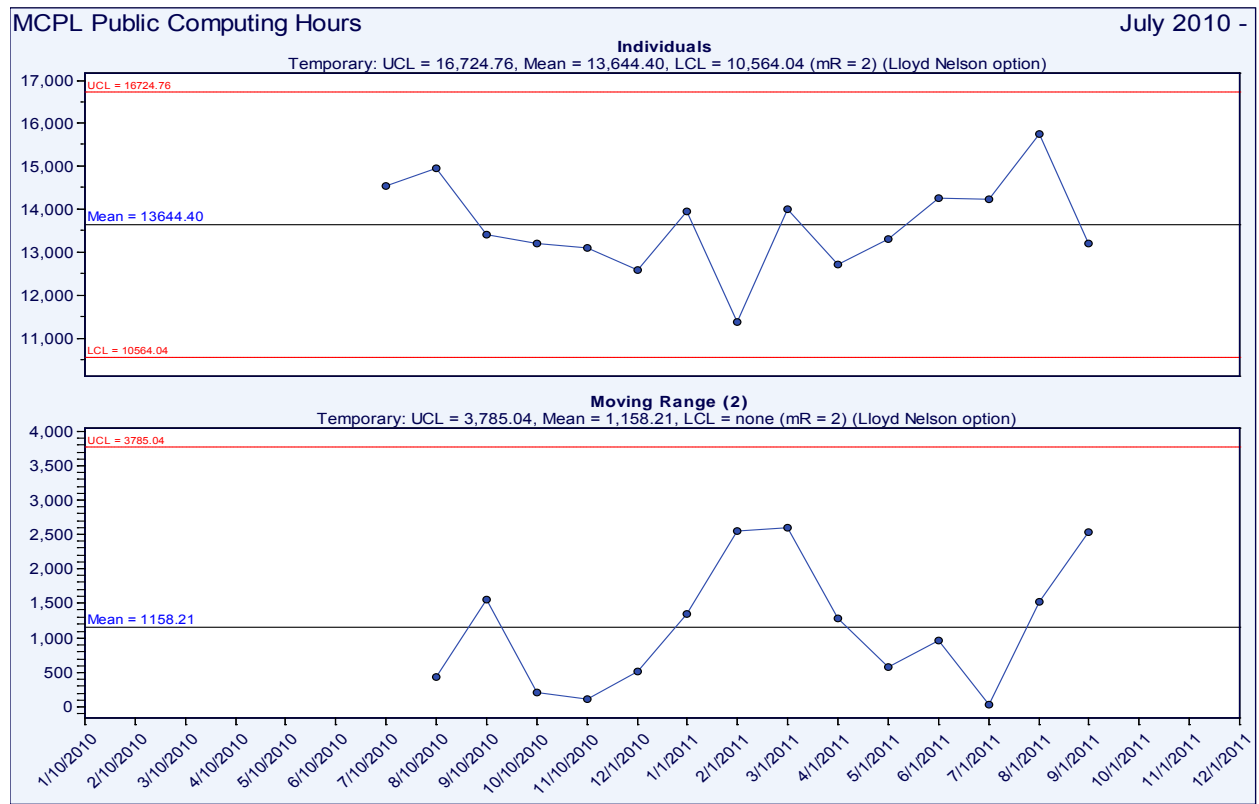
### ***2A. Employ technology to facilitate better access to information.***

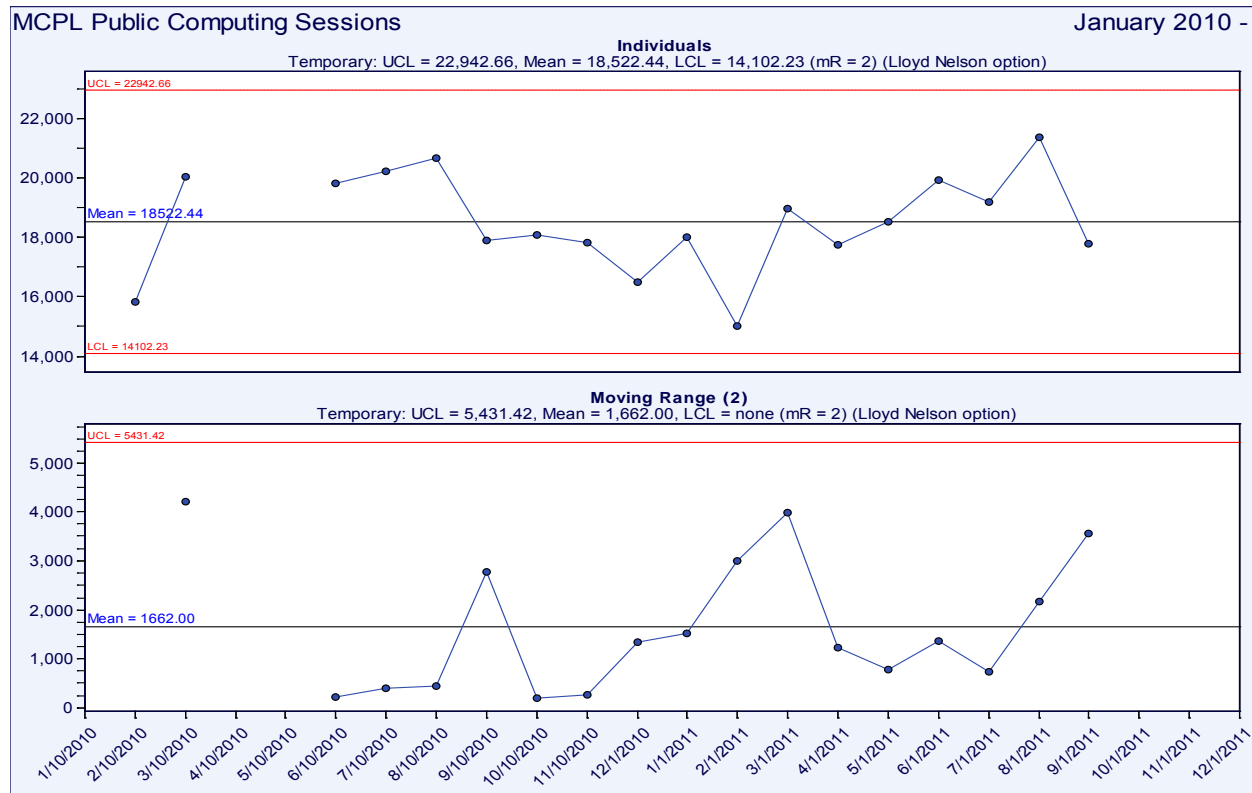
- The library won the Trailblazer through Technology Award from the Greater Bloomington Chamber of Commerce. The award was presented during the Chamber's annual meeting on September 22, along with a video created by the Chamber highlighting the library's technology. View it on YouTube: [http://www.youtube.com/watch?v=HPF\\_SJVwN\\_c&feature=youtu.be](http://www.youtube.com/watch?v=HPF_SJVwN_c&feature=youtu.be)
- OCLC representatives Mike Morey, library services consultant, and Doug Potts, director of special sales programs, visited the library on September 22 and met with managers. As a result, cataloger D'Arcy Danielson added online databases to the public catalog (search for “Obituary Index” to see an example).





September Access		
<b>Website Visits</b>	Home page hits	168,041
	Catalog hits	7,482,008
	Other hits	7,134,338
	<b>TOTAL</b>	<b>14,616,346</b>
<b>Read It Off</b>	Number registered	411
	Charges waived	\$764.51
	Number individuals with charged waived	78
	Number exiting program	26
<b>Interlibrary loan</b>	Items loaned	247
	Items borrowed	20
<b>CATS</b>	Government programs produced	36
	Patron programs produced	33
	CATS programs produced	26
	Hours cablecast	2,256
	In-house viewings	10
	Editing sessions	116
	Dubs delivered	96
	Programs added to collection	225





## 2B. Improve web access.

- ATS implemented OCLC Firstsearch “Direct Requests,” allowing patrons to make interlibrary loan requests directly from the Firstsearch interface, rather than being required to ask a staff member. The online form automatically attaches the patron request to the bibliographic record and OCLC holdings information and deposits in the ILL pending requests file. This new feature offers added convenience for patrons as well as reduced steps for ILL staff.
- Christine Friesel submitted the final narrative report for LSTA digitization grant “At War and at Home.” More than 74,000 people were served with this project from June 2010 through September 2011. On September 29, she met with Wylie House Museum Director Jo Burgess about possible collaborative efforts to promote the digital collection, especially as Christine works to bring the collection to the attention of MCCSC teachers.
- The first phase of the “Smithville News” LSTA grant funded project was completed in September. The newspapers were digitized by Indiana University’s Digital Library Program and the photographs were scanned by project staff. The Library will complete metadata and indexing for about 250 files. Promotional materials and a moving exhibit were designed.

## 2C. Deliver information through CATS.

## 2D. Replace Bookmobile. COMPLETED

## 2E. Investigate changing or expanding hours.

## 2F. Open a second branch location.

## 2G. Improve service for people with disabilities.

## Goal 3: Deliver exemplary service.

<b>September Service</b>		
<b>Meeting Rooms</b>	Main Library meeting rooms used	108
	Main Library auditorium used	16
	Main Library atrium	0
	Ellettsville Branch	13
<b>TOTAL MEETING ROOMS USED</b>		<b>137</b>

### **3A. Improve parking for patrons and staff at Main Library.**

### **3B. Improve efficiency of checkout, check-in, and holds processes.**

- Ellettsville Branch staff have been learning how to troubleshoot the new AMH system and to master new procedures and tasks attendant with the change to an automated return system.
- Andrea Spaulding, the reference intern at Ellettsville, has been trained in author alert procedures and assists Main staff on a regular basis in these tasks.
- ITG technicians visited and resolved security gate issues.

### **3C. Improve materials security. COMPLETED**

### **3D. Complete children's addition at Ellettsville Branch. COMPLETED**

### **3E. Remodel Main Library to improve space utilization and update worn areas.**

- Facilities finished remodeling the first floor men's restroom at the Main Library and added window tinting in the Indiana Room after removal of a nearly-dead tree on Lincoln Street created new glare.
- Facilities assisted with donations of old library items, counter tops, casework, unused media carts, and other items to the Habitat ReStore and Bloomington Bike Project. The remaining surplus items will be sent to an auction.

### **3F. Make exterior improvements and replace landscaping at Main Library and Ellettsville.**

- Mark Mobley and Sara Laughlin met with landscape architect Debra Beck, who submitted an inventory of current trees, bushes, and perennials on the Library property.

### **3G. Provide high quality public technology services.**

### **3H. Create engaging library experiences.**

- Mary Frasier hung new decorations throughout the Children's Department to draw attention to key elements within the First Grade Tour.
- The Library participated in the city-wide Life Long Learning Week September 1-18, focused on food and food related programming. The Library's panel discussion "Food Revolution: Elitist or Essential" drew 45 participants. With teamwork from Community Relations, Circulation, and Facilities departments, the Library also offered patrons a chance to exchange "Food for Fines" and collected canned goods for Hoosier Hills Food Bank. 324 patrons participated and removed \$2,952 from outstanding accounts.
- The Library partnered again with Pygmalion's Art Supply to offer a linocut program, "Renovation + Recycling = Art," offered over several weeks using reclaimed linoleum remnants saved out of our dumpster during the renovation. The first sessions of this program took place at the library to sketch and cut. Later in October the printing will take place at Pygmalion's.
- Chris Hosler met with New Tech High School English teacher Rachel Bahr to discuss a new partnership on a unit on "The Great American Author." The students will develop a literary

timeline, which will be posted on the Library's teen website along with criteria for Great American Author status and the students' list of authors based on that criteria. Chris and selector Martha Ody will visit the school to talk about how libraries make selections.

- Chris Hosler attended the second Youth Council Governance Board meeting, reviewed teen applications for the Youth Council, and planned a full Council retreat on October 1.
- Stephanie Holman installed a new fall display near the entrance to the Children's Room.

### 3I. Improve signage, maps, and promotional capacity inside Main Library and Ellettsville Branch.

- Stephanie Holman worked with Andrea Spaulding and Michael Hoerger to design a map of Ellettsville collections to help patrons find materials.

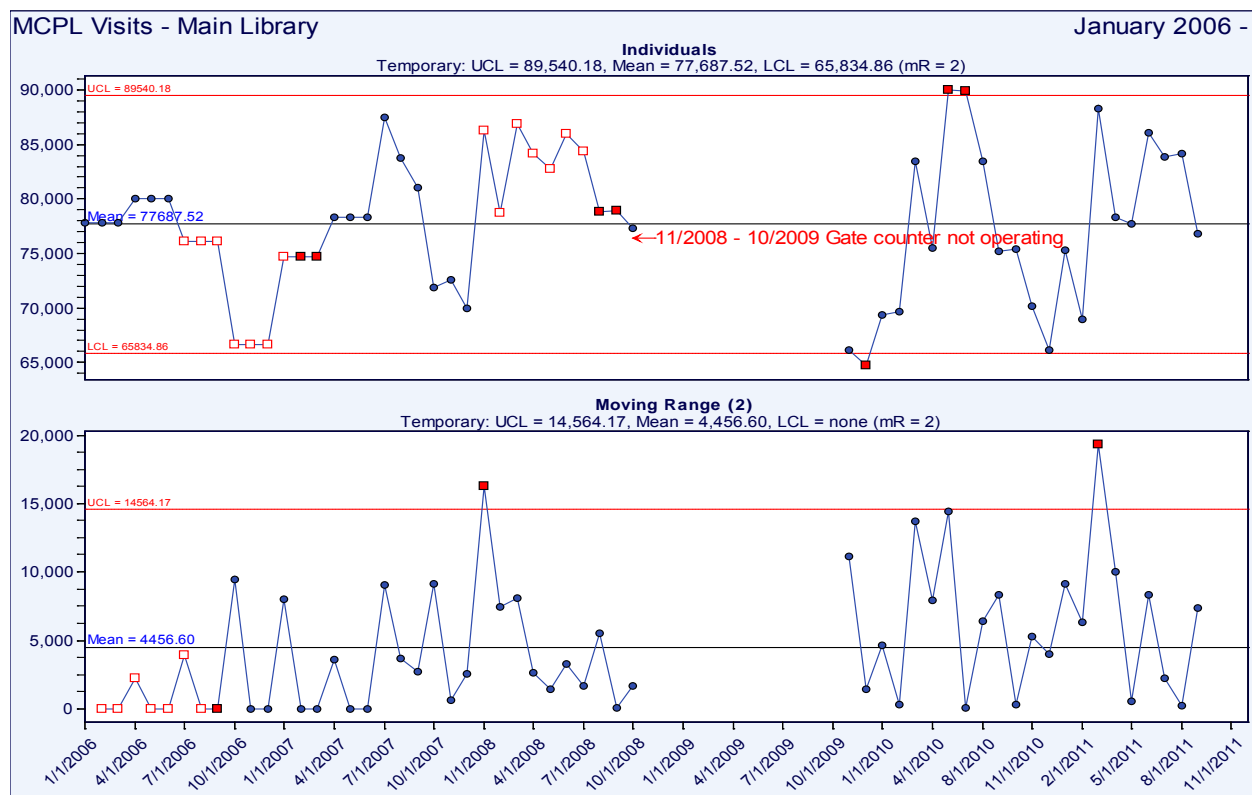
### 3J. Offer regular customer service training and updates.

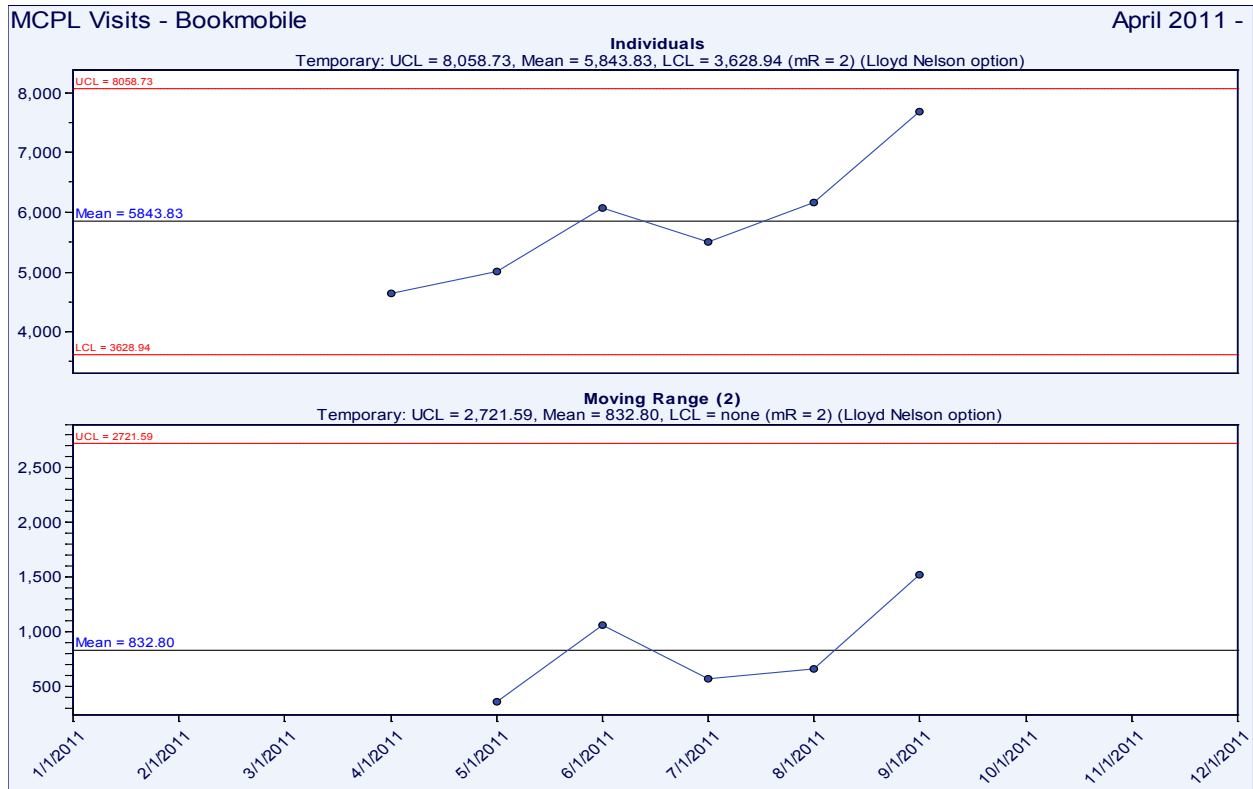
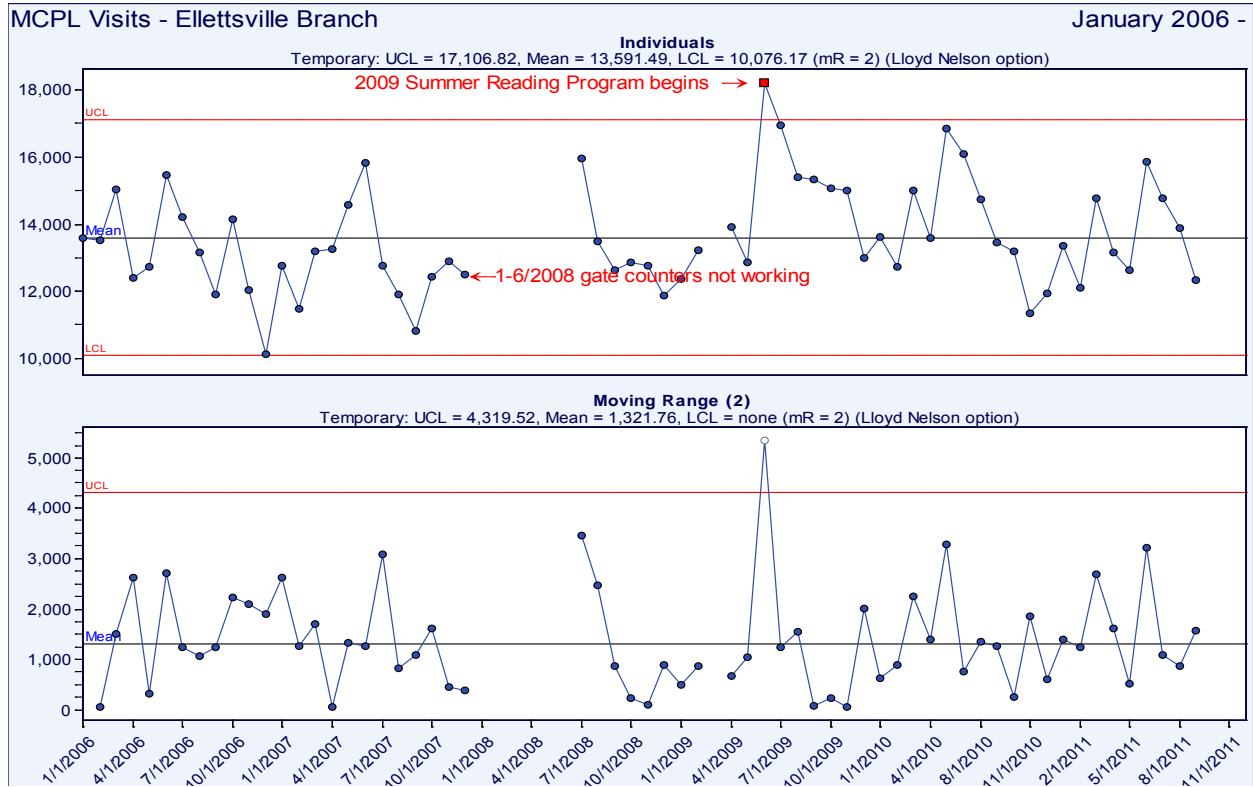
- Under co-chairs Stephanie Holman and Jennifer Kellams, the Staff Development Committee put the finishing touches on 2011 Staff Day, scheduled for October 12.
- The Futures Team prepared three sessions for 2011 Staff Day.

### 3K. Implement training to enhance technology core competencies.

### 3L. Offer regular feedback opportunities for employees.

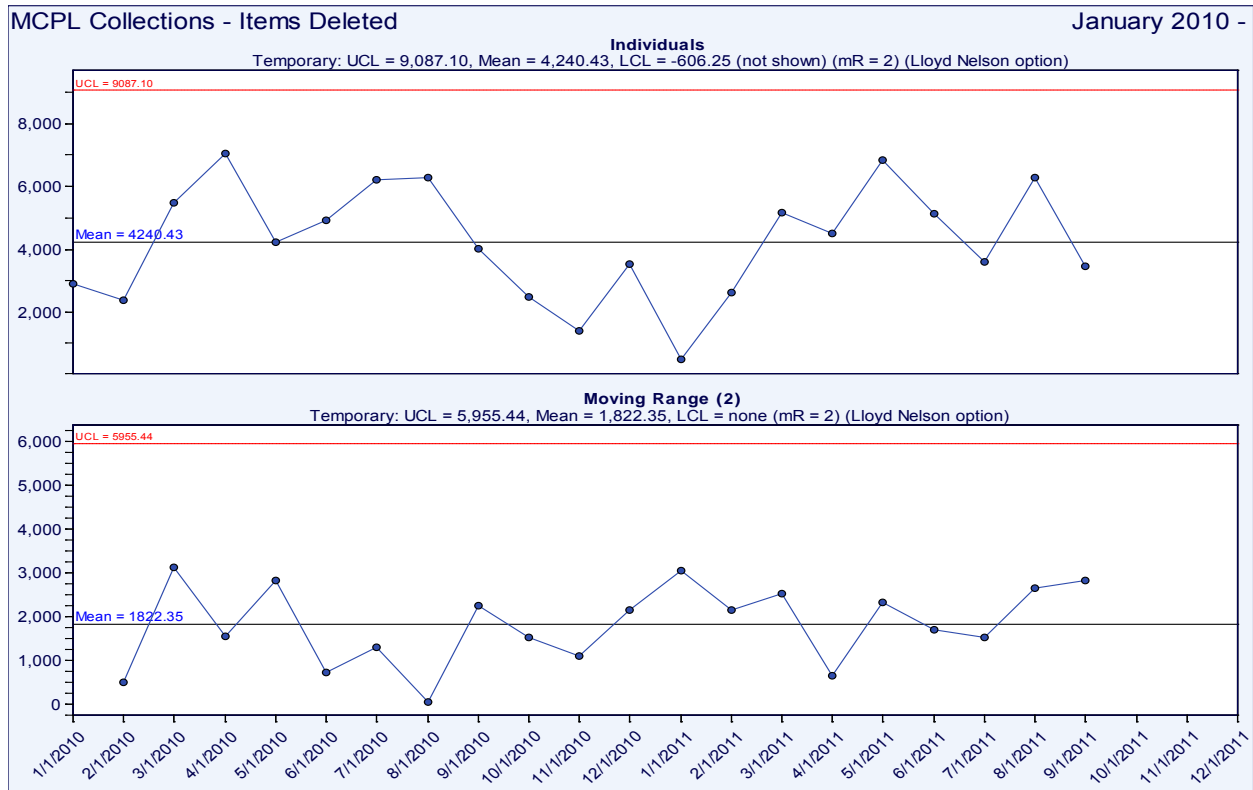
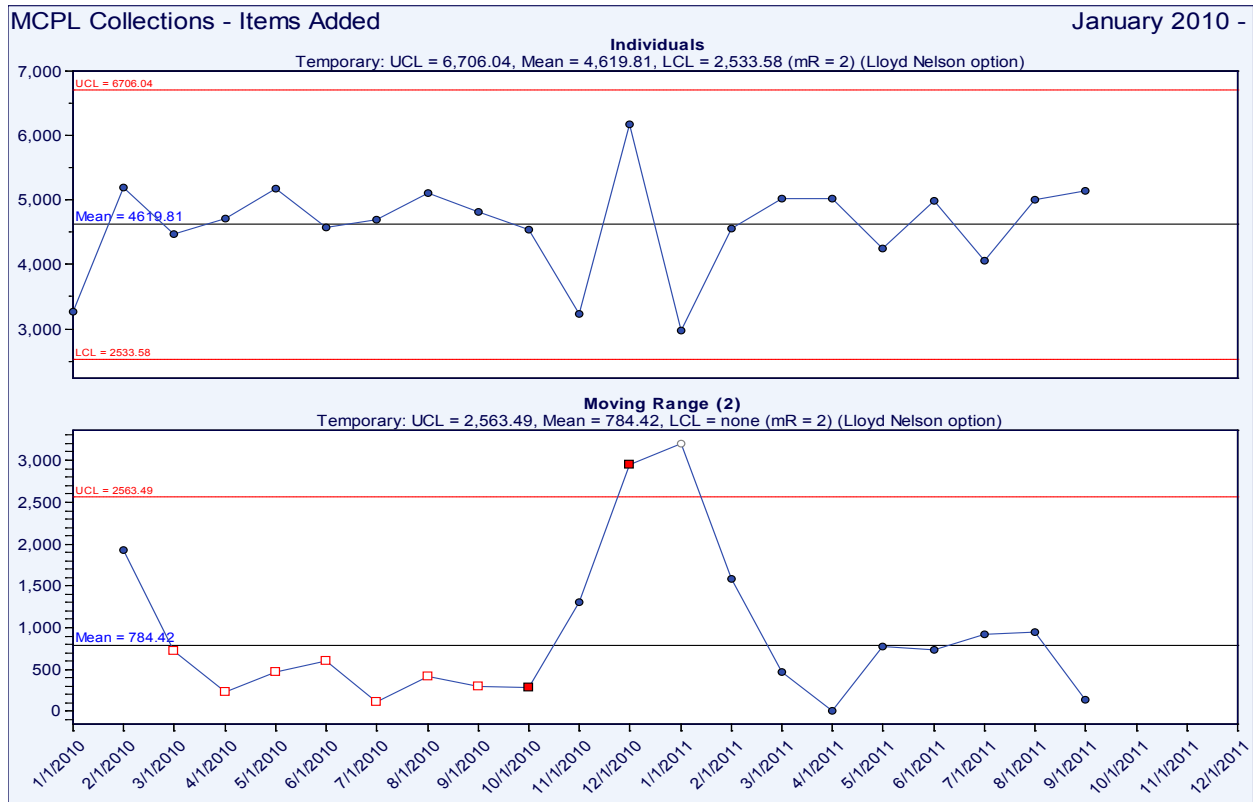
### 3M. Provide regular opportunities for community members to make suggestions for improving library services.







## Goal 4: Maintain High Quality Collections



<b>September Collections</b>		
<b>Items reviewed</b>	Reviewed (main)	2985
	Discarded	552
<b>Items returned/not returned</b>	Items returned	153,234
	Accounts to collection agency	188
	Value recovered (cash and items)	\$8654.29

**4A. Purchase print materials that respond to community needs.**

- In September we added a Bestseller Express Collection at the Main Library and Ellettsville Branch. 243 items circulated a total of 611 times – an average of 2.5 – in the three weeks they were available.

**4B. Maintain functional and attractive library collections.**

- Ellettsville librarians continued weeding and shifting as discussions and preparations for some changes in collection areas continued.

**4C. Continue to explore new formats.**

- Sabra Stockey and Vanessa Schwegman attended a meeting of the Indiana Digital Media Consortium to discuss new developments in downloadable media.

**4D. Improve patron satisfaction with movies collection.**

**4E. Improve the weeding process. COMPLETED**

**4F. Develop a children's collection endowment.**

## Goal 5: Optimize stewardship of the library's resources.

**5A. Implement recommendations from classification and compensation study.**

**5B. Implement certification in employee hiring, development, and promotion.**

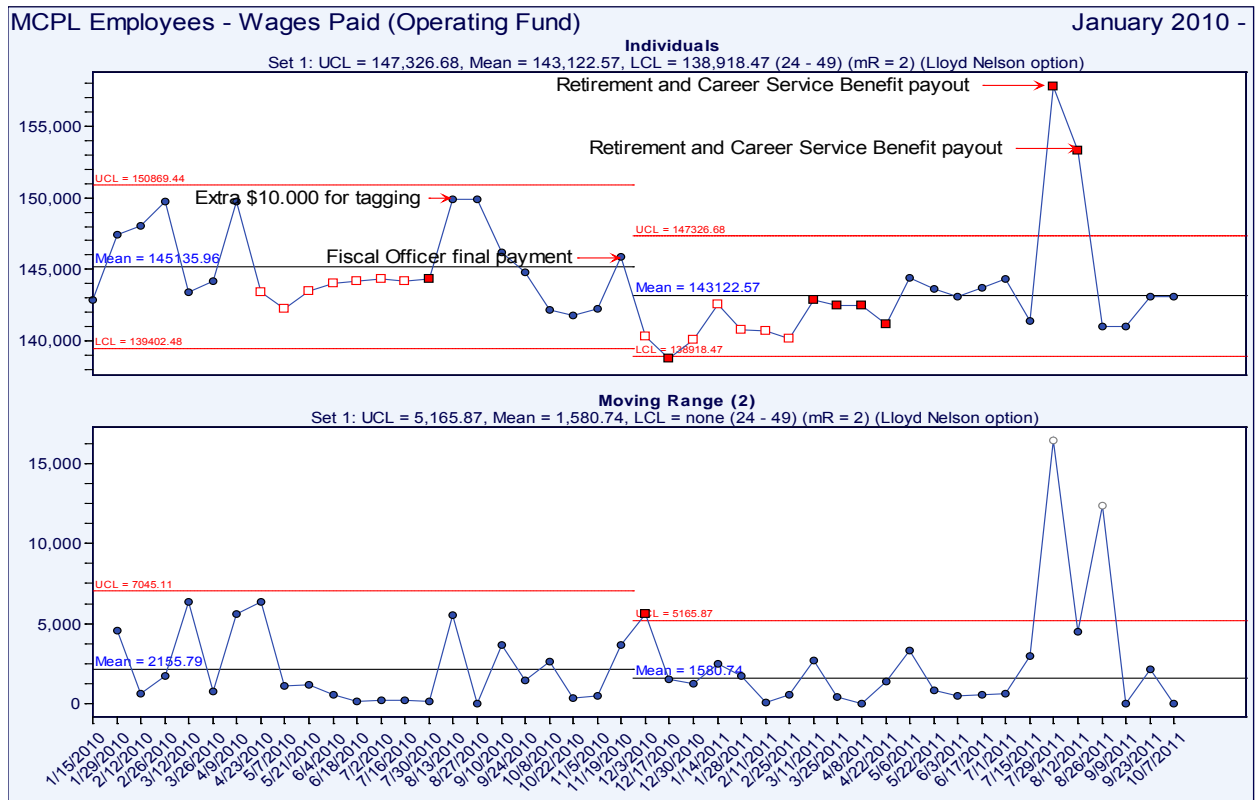
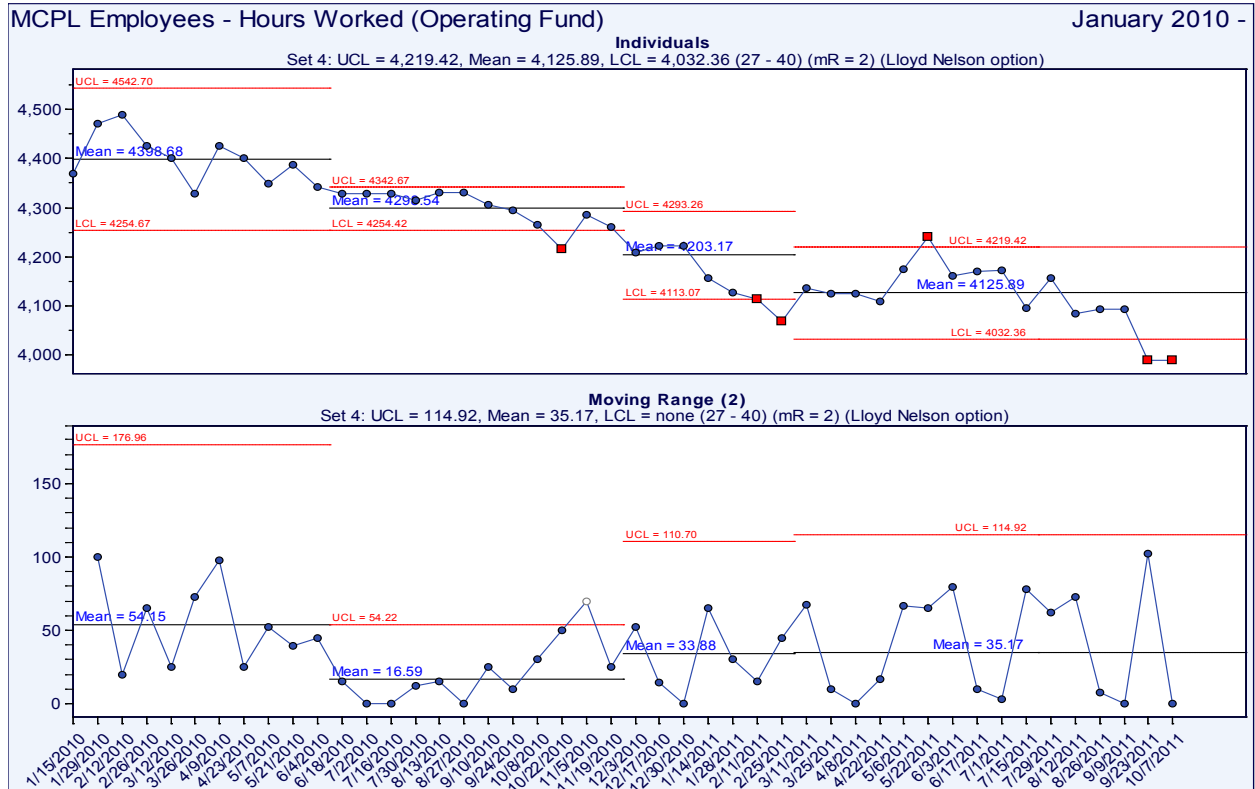
- Kyle Wickemeyer-Hardy attended the annual Indiana Society for Human Resources (SHRM) conference held in Indianapolis. Participation and attendance is key to maintaining her PHR certification.

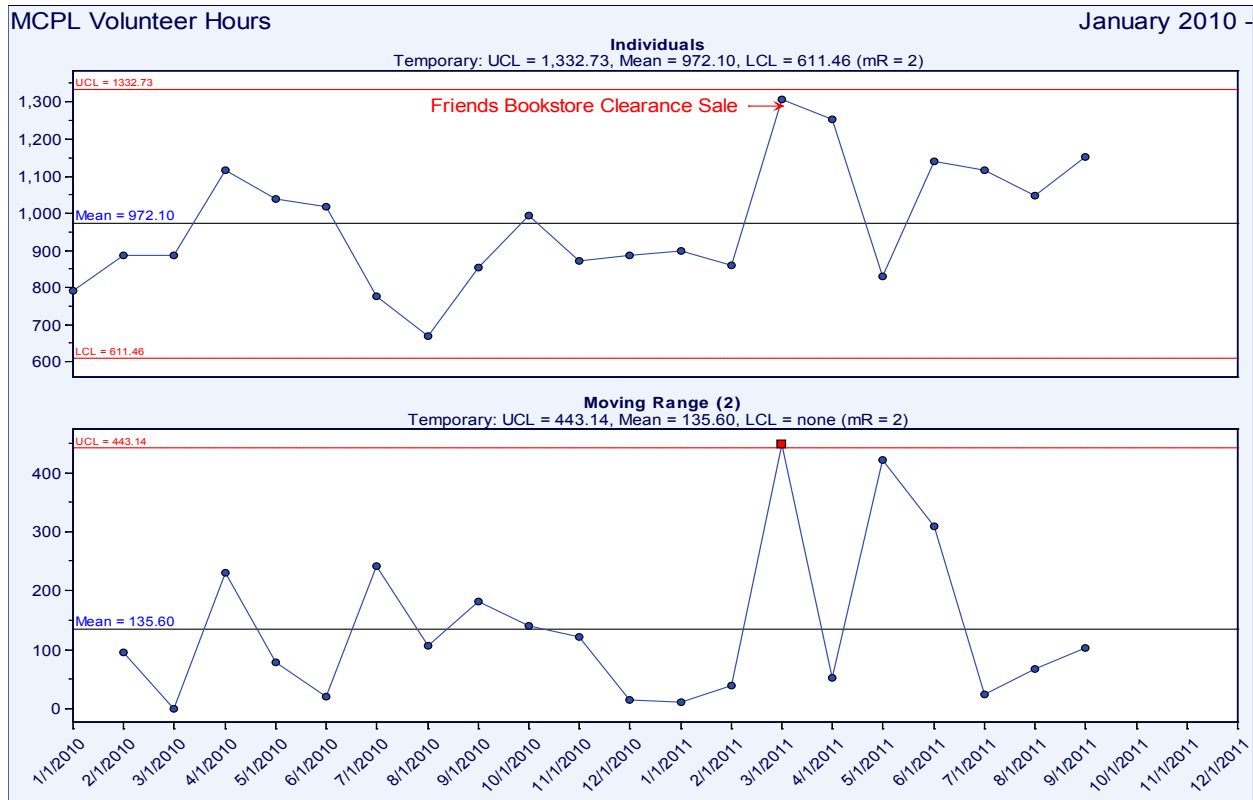
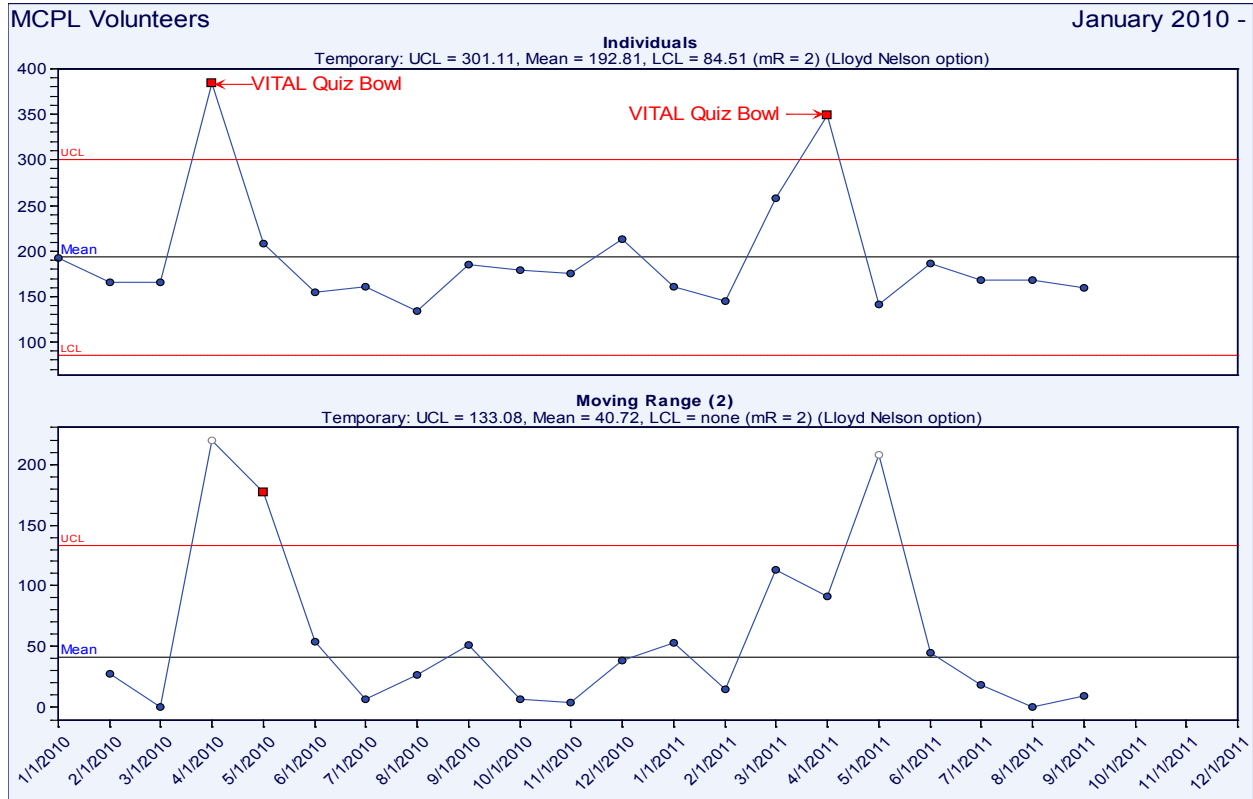
**5C. Create staff development plan aligned with strategic plan.**

- Stephanie Holman and Jennifer Kellams, Staff Development Committee co-chairs completed 2012 Friends budget requests for staff development.

**5D. Complete negotiations for and begin implementation of first union contract.**

**5E. Optimize use of interns, volunteers, and work-study employees.**





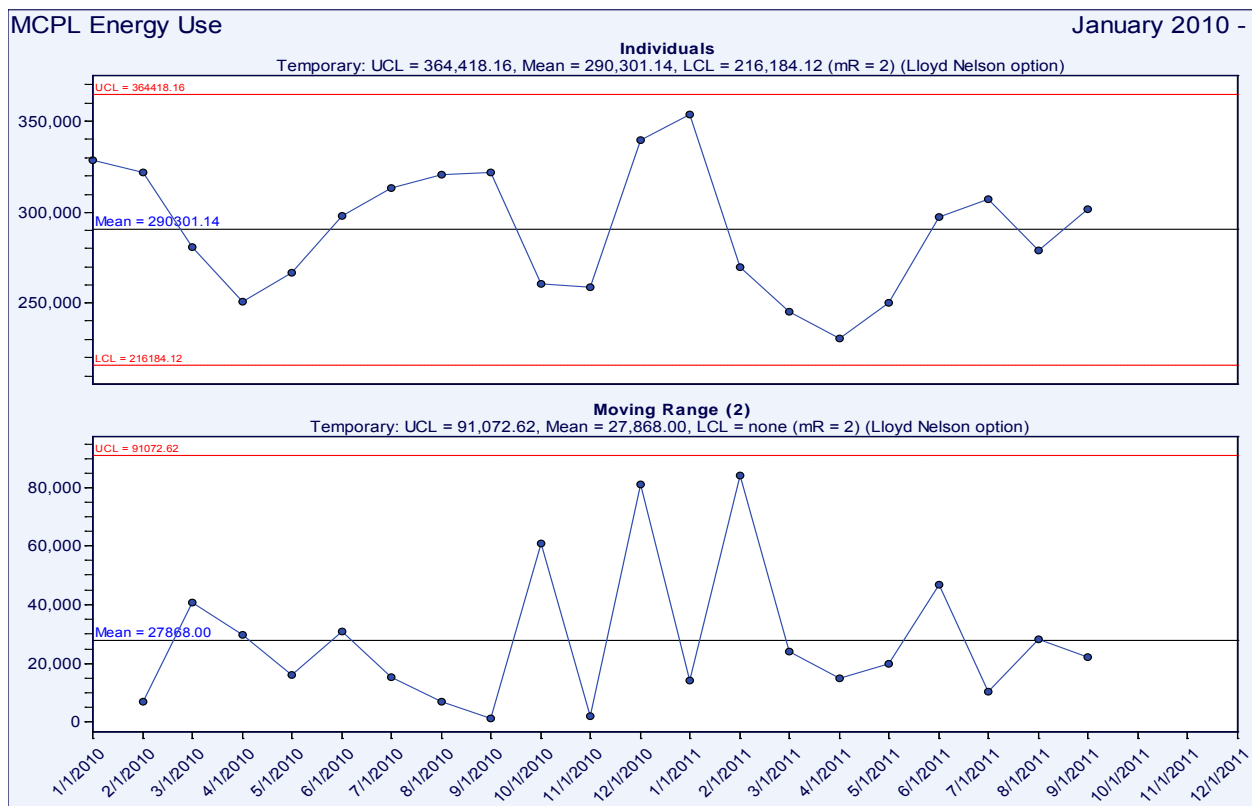
## 5F. Increase efforts to be an inclusive and attractive employer.

- HR manager Kyle Wickemeyer-Hardy and Sara Laughlin met with representatives from three consulting firms and requested proposals for facilitating leadership development for managers.
- Sara Laughlin led the first of two sessions of “staff development study group” for managers on September 29. The goal is for managers to understand best practices in staff development and be able to plan and implement staff development for their departments using this framework.
- Kyle Wickemeyer-Hardy, in support of the Circulation Department as well as future needs, investigated various local training consultants in order to build available and flexible resources for departmental staff development opportunities.
- The Wellness committee arranged and sponsored a “Let’s Get Physicals” event. Dr. Mitcheff from the Monroe County Government Clinic presented an on-site informational session including time for Q & A for attending staff.
- In an effort to increase staff use, Facilities moved the employee mini-gym from the maintenance shop area to an old circulation office on second floor. The Wellness Committee introduced the new location with an open house for library employees. The location is temporary as we assess the popularity of the equipment. The temporary loan of a treadmill and a donated exercise bicycle made this possible. A few hand weights, motivational posters, and wellness materials are also available in the mini-gym.

## 5G. Support improvement of key processes.

- Four teams presented their results during the final process improvement session on September 1, then again during all-staff meetings on September 28 and 29.

## 5H. Continue sustainability efforts to reduce energy consumption.



- Mark Mobley received bids for retrocommissioning, as recommended in the energy audit. Low bidder HFI will begin the process in October.

***5I. Develop long-term facilities, equipment, and technology maintenance and replacement schedule.***

***5J. Maximize tax support.***

- The first notice regarding additional appropriations was printed in the Herald-Times and Ellettsville Journal on September 28, as required.
- During September, auditors from the Indiana State Board of Accounts reviewed records from 2009 and 2010; the exit interview was scheduled for October 6.

***5K. Increase funding from non-tax sources.***

- Community Outreach librarian Polly Nuest submitted a proposal to the Henry and Cecilia Wahl Trust to purchase story time kits to be used to support early literacy programming in 17 Head Start classrooms.

***5L. Work closely with Friends of the Library.***

- Ellettsville Branch hosted a large clearance sale event sponsored and staffed by the Friends on September 17-18, which brought in more than \$600 in donations and purchases and was deemed a success by the patrons who visited.

## Library Circulation

Includes Main Library, Ellettsville Branch, Community Outreach (Bookmobile, Jail, Homebound, Van), and Downloadables

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.6%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895				2,064,020	-550,850	-21.1%

## Library Visits

	3rd Quarter		Year to Date	
	2010	2011	2010	2011
Main Library	248,557	244,766	706,159	719,489
Ellettsville Branch	44,290	40,974	129,000	122,871
Bookmobile	n/a	19,331	n/a	35,063
<b>Main and Ellettsville</b>	<b>292,847</b>	<b>305,071</b>	<b>835,159</b>	<b>861,691</b>

## Library Programs

	3rd Quarter				Year to Date			
	2010		2011		2010		2011	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	289	5,927	354	7,007	958	30,539	1,061	34,386
Young Adult	28	266	32	330	69	662	101	984
Adult	159	1,590	198	1,878	415	4,942	575	6,534
General - All Ages	20	2,313	9	1,635	58	5,345	35	4,578
<b>Total</b>	<b>496</b>	<b>10,096</b>	<b>593</b>	<b>10,850</b>	<b>1500</b>	<b>41,488</b>	<b>1,772</b>	<b>46,482</b>

## CATS Programs

	3rd Quarter		Year to Date	
	2010	2011	2010	2011
Programs added	635	678	2,165	2,197
New programs produced	252	189	886	737
Government meetings produced	98	96	276	300
Programs Cablecast (all channels)	6,574	6,436	19,690	19,968

## Meeting Room Use

	3rd Quarter		Year to Date	
	2010	2011	2010	2011
Main Library Meeting Rooms	232	294	592	870
Main Library Auditorium	35	27	182	145
Main Library Atrium	0	-	1	3
Ellettsville Meeting Rooms	34	29	147	112
<b>Total</b>	<b>301</b>	<b>350</b>	<b>922</b>	<b>1,130</b>

## Technology Use

	3rd Quarter		Year to Date	
	2010	2011	2010	2011
Public Computer Sessions	58,804	58,315	167,330	166,510
Web Site Home Page Hits	261,421	255,620	1,213,019	768,590
All Web Pages Hits	15,531,699	18,773,168	45,174,349	57,974,837
Catalog Hits	9,422,064	11,383,210	27,534,225	33,946,039

## Collection Development

	3rd Quarter		Year to Date	
	2010	2011	2010	2011
Items cataloged	14,384	14,223	34,111	43,494
Items discarded	17,434	13,338	32,859	39,644



## **Monroe County Public Library 2012 Budget**

Preview of Ordinance Form to be signed by the board at the 10-26-2011 board meeting:

I wanted to provide the attached documents for review in case there are any questions that can be resolved at the work session. The new Gateway budget submission system produces forms that look a little different but they contain the same information as the old forms.

Form 4 is the one that will need to be signed by the board. It refers to information on forms 4A and 4B. I have included Form 3 to show that the totals on the adoption form match the totals that were advertised.

At this point the only possible change could be the assessed value. The current estimate of 5.5 billion is based on 90% of last year's AV. The tax rate is .0967. The actual AV according to the auditor's office is likely to be between 6.1 and 6.2 billion which would change the tax rate to around .087. If the State Board of Accounts provides the final approved AV before 10-26, then we will revise the forms.

### **Accompanying Documents**

**Form 4 - Ordinance for Appropriations and Tax Rates**

**Form 3 – Notice to Taxpayers**

**Form 4A – Summary of Expenditures by Fund**

**Form 4B – Budget Estimate – Financial Statement – Proposed Tax Rate**

**NOTICE TO TAXPAYERS**

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT FINANCE

Budget Form No. 3 (Rev 2011)

FORM APPROVED BY STATE BOARD OF ACCOUNTS

Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.

Notice is hereby given to taxpayers of **MONROE COUNTY PUBLIC LIBRARY**, Monroe County, Indiana that the proper officers of **MONROE COUNTY PUBLIC LIBRARY** at **5:45 PM** on **Wednesday, September 21, 2011** at **Library at 303 E. Kirkwood Ave, Bloomington** will conduct a public hearing on the year **2012** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of the political subdivision within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, said unit will meet at **5:45 PM** on **Wednesday, October 26, 2011** at **303 E. Kirkwood Ave, Bloomington** to adopt the following budget:

**Net Assessed Valuation:** \$6,262,434,138

**Estimated Max Levy:** \$5,027,495

<b>Fund Name</b>	<b>Budget Estimate</b>	<b>Max Est Funds To Raise</b>	<b>Excess Levy Appeals</b>	<b>Current Tax Levy</b>
<b>Totals:</b>	<b>\$9,212,745</b>	<b>\$5,322,721.00</b>	<b>\$0</b>	<b>\$6,712,343</b>
0061-RAINY DAY	\$410,000	\$0	\$0	\$0
0101-GENERAL	\$7,587,246	\$4,592,520	\$0	\$4,521,806
0180-DEBT SERVICE	\$322,088	\$235,201	\$0	\$1,847,883
1220-LIBRARY CAPITAL PROJECTS	\$543,411	\$495,000	\$0	\$342,654
2011-LIBRARY IMPROVEMENT RESERVE	\$350,000	\$0	\$0	\$0

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT  
FINANCE















Budget Form No. 4 (Rev 2011)

FORM APPROVED BY STATE BOARD OF ACCOUNTS  
**ORDINANCE FOR APPROPRIATIONS AND TAX RATES**

Be it ordained by the Monroe County Public Library unit, Monroe County, Indiana that for the expenses of Monroe County Public Library for the year ending December 31, 2012 the sum of \$ 9,212,745, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Monroe County Public Library, a total property tax levy of \$ 5,322,721 and a total tax rate of 0.0850, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body.

Name of Adopting Entity	Select Type of Fiscal Body	Date of Adoption
<input type="text" value="Monroe County Public Library Board of Truste"/>	<input type="text" value="County Council"/>	<input type="text" value="10/26/2011"/>
	<input type="text"/>	

Edit	Delete	Name				Signature
		Kari Isaacson	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Melissa Pogue	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Stephen C. Moberly	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		David Ferguson	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Fred Risinger	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		John A. Walsh	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Valerie Merriam	Aye	Nay	Abstain	_____
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

+ Save

ATTEST		
Name	Title	Signature
<input type="text"/>	<input type="text"/>	<hr/>

MAYOR ACTION (For City use only)			
Name	Approve	Veto	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
			<input type="text"/>

Budget Form 4-A

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012

Fund		Department:		Published Amount	Approved Amount
<b>0061 - RAINY DAY</b>					
0061 - RAINY DAY	0000 NO DEPARTMENT			<b>\$410,000</b>	<b>\$410,000</b>
		10000	Personal Services	\$10,000	\$10,000
		20000	Supplies	\$0	\$0
		30000	Other Services and Charges	\$200,000	\$200,000
		40000	Capital Outlay	\$200,000	\$200,000
<b>0101 - GENERAL</b>					
0101 - GENERAL	0000 NO DEPARTMENT			<b>\$7,587,246</b>	<b>\$7,587,246</b>
		10000	Personal Services	\$5,151,056	\$5,151,056
		20000	Supplies	\$176,260	\$176,260
		30000	Other Services and Charges	\$1,112,730	\$1,112,730
		40000	Capital Outlay	\$1,147,200	\$1,147,200
<b>0180 - DEBT SERVICE</b>					
0180 - DEBT SERVICE	0000 NO DEPARTMENT			<b>\$322,088</b>	<b>\$322,088</b>
		10000	Personal Services	\$0	\$0
		20000	Supplies	\$0	\$0
		30000	Other Services and Charges	\$322,088	\$322,088
		40000	Capital Outlay	\$0	\$0
<b>1220 - LIBRARY CAPITAL PROJECTS</b>					
1220 - LIBRARY CAPITAL PROJECTS	0000 NO DEPARTMENT			<b>\$543,411</b>	<b>\$543,411</b>
		10000	Personal Services	\$0	\$0
		20000	Supplies	\$0	\$0
		30000	Other Services and Charges	\$0	\$0

Fund	Department:		Published Amount	Approved Amount	
		40000	Capital Outlay	\$543,411	\$543,411
<b>2011 - LIBRARY IMPROVEMENT RESERVE</b>					
2011 - LIBRARY IMPROVEMENT RESERVE	0000 NO DEPARTMENT			<b>\$350,000</b>	<b>\$350,000</b>
		10000	Personal Services	\$0	\$0
		20000	Supplies	\$0	\$0
		30000	Other Services and Charges	\$100,000	\$100,000
		40000	Capital Outlay	\$250,000	\$250,000

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012  
 Fund: 0180 Debt Service

Net Assessed Value	<b>\$6,262,434,138</b>	
<b>Funds Required For Expenses To December 31st Of Incoming Year</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
1. Total budget estimate for incoming year	\$322,088	\$322,088
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$998,000	\$998,000
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans:	\$0	0
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year	\$0	\$0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$1,320,088	\$1,320,088
<b>Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
6. Actual cash balance, June 30 of present year (including cash investments)	\$254,422	\$254,422
7. Taxes to be collected, present year (December settlement)	\$838,077	\$838,077
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$40,796	\$40,796
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2	\$14,479	\$14,479
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$1,147,774	\$1,147,774
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$172,314	\$172,314
<b>Proposed Tax Rate and Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$62,887	\$62,887
12. Amount to be raised by tax levy (add lines 10 and 11)	\$235,201	\$235,201
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$235,201	\$235,201
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$235,201	\$235,201
17. Net Tax Rate on each one hundred dollars of taxable property	0.0038	0.0038



**Budget Estimate- Financial Statement-Proposed Tax Rate**

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012  
 Fund: 0101 General

Net Assessed Value	<b>\$6,262,434,138</b>	
<b>Funds Required For Expenses To December 31st Of Incoming Year</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
1. Total budget estimate for incoming year	\$7,587,246	\$7,587,246
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$4,221,650	\$4,221,650
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans:	\$0	0
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year	\$0	\$0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$11,808,896	\$11,808,896
<b>Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
6. Actual cash balance, June 30 of present year (including cash investments)	\$1,921,587	\$1,921,587
7. Taxes to be collected, present year (December settlement)	\$2,050,790	\$2,050,790
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$936,409	\$936,409
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2	\$2,473,700	\$2473700
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$7,382,486	\$7,382,486
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$4,426,410	\$4,426,410
<b>Proposed Tax Rate and Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$166,110	\$166,110
12. Amount to be raised by tax levy (add lines 10 and 11)	\$4,592,520	\$4,592,520
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$4,592,520	\$4,592,520
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$4,592,520	\$4,592,520
17. Net Tax Rate on each one hundred dollars of taxable property	0.0733	0.0733

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012  
 Fund: 1220 Library Capital Projects

Net Assessed Value	<b>\$6,262,434,138</b>	
<b>Funds Required For Expenses To December 31st Of Incoming Year</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
1. Total budget estimate for incoming year	\$543,411	\$543,411
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$245,398	\$245,398
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans:	\$0	0
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year	\$0	\$0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$788,809	\$788,809
<b>Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
6. Actual cash balance, June 30 of present year (including cash investments)	\$95,438	\$95,438
7. Taxes to be collected, present year (December settlement)	\$155,405	\$155,405
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$7,402	\$7,402
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2	\$30,472	\$30,472
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$288,717	\$288,717
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$500,092	\$500,092
<b>Proposed Tax Rate and Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$-5,092	\$-5,092
12. Amount to be raised by tax levy (add lines 10 and 11)	\$495,000	\$495,000
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$495,000	\$495,000
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$495,000	\$495,000
17. Net Tax Rate on each one hundred dollars of taxable property	0.0079	0.0079

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012  
 Fund: 2011 Library Improvement Reserve

Net Assessed Value	<b>\$6,262,434,138</b>	
<b>Funds Required For Expenses To December 31st Of Incoming Year</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
1. Total budget estimate for incoming year	\$350,000	\$350,000
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$198,275	\$198,275
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans:	\$0	0
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year	\$0	\$0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$548,275	\$548,275
<b>Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
6. Actual cash balance, June 30 of present year (including cash investments)	\$946,474	\$946,474
7. Taxes to be collected, present year (December settlement)	\$0	\$0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$200,000	\$200,000
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2	\$0	\$0
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$1,146,474	\$1,146,474
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$-598,199	\$-598,199
<b>Proposed Tax Rate and Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$598,199	\$598,199
12. Amount to be raised by tax levy (add lines 10 and 11)	\$0	\$0
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$0	\$0
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$0	\$0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000	0.0000

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Unit Name: MONROE COUNTY PUBLIC LIBRARY  
 Year: 2012  
 Fund: 0061 Rainy Day

Net Assessed Value	<b>\$6,262,434,138</b>	
<b>Funds Required For Expenses To December 31st Of Incoming Year</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
1. Total budget estimate for incoming year	\$410,000	\$410,000
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$473,310	\$473,310
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans:	\$0	0
a). To be paid not included in lines 2 or 3		
b). Not repaid by December 31 of present year	\$0	\$0
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$883,310	\$883,310
<b>Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
6. Actual cash balance, June 30 of present year (including cash investments)	\$809,669	\$809,669
7. Taxes to be collected, present year (December settlement)	\$0	\$0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$0	\$0
a). Total Column A Budget Form 2		
b). Total Column B Budget Form 2	\$0	\$0
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$809,669	\$809,669
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$73,641	\$73,641
<b>Proposed Tax Rate and Levy</b>	<b>Published Amount</b>	<b>Adopted Amount</b>
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$-73,641	\$-73,641
12. Amount to be raised by tax levy (add lines 10 and 11)	\$0	\$0
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$0	\$0
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$0	\$0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000	0.0000



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Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

**Selected Year:** 2012  
**Selected County:** Monroe County  
**Selected Unit:** 0154 Monroe County Public Library  
**Selected Fund:** 0180 Debt Service  
**Selected Dept:** 0000 No Department

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1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$	\$
	Salary of Assistants	\$	\$
	Salary of Treasurer	\$	\$
	Wages of Janitors	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share-FICA	\$	\$
	Unemployment Compensation	\$	\$
	Employer's Contribution-PERF	\$	\$
	Employer's Contribution-Group Insurance	\$	\$
	Sick Pay	\$	\$
	Other Employee Benefits	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Personal Services

No Data Entered for this Category

**Personal Services Totals** *Items Totals: \$ 0* *Adopted Totals: \$ 0*

2. Supplies

Office Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$	\$
	Stationery and Printing	\$	\$
	Other Office Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Operating Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies	\$	\$
	Fuel, Oil and Lubricants	\$	\$
	Other Operating Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies	\$	\$
	Paint and Painting Supplies	\$	\$
	Repair Parts	\$	\$
	Other Repair and Maintenance Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Supplies

No Data Entered for this Category

**Supplies Totals**

**Items Totals: \$ 0**

**Adopted Totals: \$ 0**

3. Other Services and Charges

Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services	\$	\$
	Engineering and Architectural Services	\$	\$
	Legal Services	\$	\$

Other Professional Services	\$	\$
	<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$	\$
	Postage	\$	\$
	Traveling Expense	\$	\$
	Professional Meetings	\$	\$
	Freight and Express	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices	\$	\$
	Printing (Other than Office Supplies)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds	\$	\$
	Other Insurance	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$	\$
	Electricity	\$	\$
	Water	\$	\$
	Waste Disposal Services	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>



Repairs and Maintenance

Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures	\$	\$
	Equipment	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Rentals

Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate	\$322,088	\$322,088
	Equipment	\$	\$
		<i>Total: \$ 322,088</i>	<i>Total: \$ 322,088</i>

Debt Service

Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$	\$
	Interest Bonds	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Lease Rental

No Data Entered for this Category

Other

Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$	\$
	Interest on Temporary Loans	\$	\$
	Taxes and Assessments	\$	\$
	Transfer to Library Improvement Reserve Fund	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

*Other Services and Charges Totals* *Items Totals: \$ 322,088* *Adopted Totals: \$ 322,088*

4. Capital Outlays

Land

No Data Entered for this Category

Buildings

No Data Entered for this Category

Improvements Other Than Buildings

No Data Entered for this Category

Furniture and Equipment

No Data Entered for this Category

Other Capital Outlays

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$	\$
	Periodicals and Newspapers	\$	\$
	Nonprinted Materials (Microforms and Audio-Visuals)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Capital Outlays Totals** *Items Totals: \$ 0* *Adopted Totals: \$ 0*

**Form1 Totals** *Items Totals: \$ 322,088* *Adopted Totals: \$ 322,088*

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Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

**Selected Year:** 2012  
**Selected County:** Monroe County  
**Selected Unit:** 0154 Monroe County Public Library  
**Selected Fund:** 0101 General  
**Selected Dept:** 0000 No Department

Copy Published to Adopted

1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$164,792	\$164,792
	Salary of Assistants	\$1,291,405	\$1,291,405
	Salary of Treasurer	\$	\$
	Wages of Janitors	\$348,460	\$348,460
1130	Salary of Supervisors	\$495,967	\$495,967
1150	Specialists & Technicians	\$824,582	\$824,582
1160	Clerical Assistants	\$455,807	\$455,807
1170	Pages/Master Controllers	\$268,545	\$268,545
1180	Temporary Staff	\$5,000	\$5,000
1310	Workstudy	\$4,300	\$4,300
1320	Temporary Staff	\$0	\$0
1350	Stipend	\$0	\$0
		<i>Total: \$ 3,858,858</i>	<i>Total: \$ 3,858,858</i>

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share-FICA	\$239,861	\$239,861
	Unemployment Compensation	\$0	\$0
	Employer's Contribution-PERF	\$386,771	\$386,771
	Employer's Contribution-Group Insurance	\$608,875	\$608,875
	Sick Pay	\$	\$
	Other Employee Benefits	\$	\$
1250	Employer Contribution-Medicare	\$56,691	\$56,691
		<i>Total: \$ 1,292,198</i>	<i>Total: \$ 1,292,198</i>

Other Personal Services

No Data Entered for this Category

Personal Services Totals

Items Totals: \$ 5,151,056

Adopted Totals: \$ 5,151,056

2. Supplies

Office Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$1,000	\$1,000
	Stationery and Printing	\$2,760	\$2,760
	Other Office Supplies	\$21,300	\$21,300
2140	Duplicating	\$24,100	\$24,100
		Total: \$ 49,160	Total: \$ 49,160

Operating Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies	\$30,650	\$30,650
	Fuel, Oil and Lubricants	\$11,000	\$11,000
	Other Operating Supplies	\$	\$
2230	Cataloging Supplies	\$5,500	\$5,500
2240	Audio Visual Supplies	\$10,950	\$10,950
2250	Circulation Supplies	\$33,000	\$33,000
2260	Light Bulbs	\$3,000	\$3,000
2280	Uniforms	\$1,900	\$1,900
2290	Display/Exhibit Materials	\$5,400	\$5,400
		Total: \$ 101,400	Total: \$ 101,400

Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies	\$15,800	\$15,800
	Paint and Painting Supplies	\$300	\$300
	Other Repair and Maintenance Supplies	\$1,000	\$1,000

	Repair Parts	\$	\$
2300	IS Supplies	\$6,600	\$6,600
2315	Energy Audit Supplies	\$2,000	\$2,000
		<i>Total: \$ 25,700</i>	<i>Total: \$ 25,700</i>

Other Supplies

No Data Entered for this Category

**Supplies Totals**

**Items Totals: \$ 176,260**

**Adopted Totals: \$ 176,260**

3. Other Services and Charges

Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services	\$3,000	\$3,000
	Engineering and Architectural Services	\$40,000	\$40,000
	Legal Services	\$15,500	\$15,500
	Other Professional Services	\$40,000	\$40,000
3150	Maintenance Contracts	\$139,840	\$139,840
3160	OCLC & Computer Services	\$51,300	\$51,300
3170	Administration and Accounting Services	\$36,500	\$36,500
3175	Collection Agency Service	\$24,000	\$24,000
		<i>Total: \$ 350,140</i>	<i>Total: \$ 350,140</i>

Communication and Transportation

Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$30,600	\$30,600
	Postage	\$30,000	\$30,000
	Traveling Expense	\$10,000	\$10,000
	Professional Meetings	\$10,000	\$10,000
	Freight and Express	\$1,000	\$1,000
3250	Continuing Education	\$10,000	\$10,000
		<i>Total: \$ 91,600</i>	<i>Total: \$ 91,600</i>

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices	\$2,900	\$2,900
	Printing (Other than Office Supplies)	\$5,900	\$5,900
		<i>Total: \$ 8,800</i>	<i>Total: \$ 8,800</i>

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds	\$700	\$700
	Other Insurance	\$55,400	\$55,400
		<i>Total: \$ 56,100</i>	<i>Total: \$ 56,100</i>

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$3,800	\$3,800
	Electricity	\$290,500	\$290,500
	Water	\$17,900	\$17,900
	Waste Disposal Services	\$	\$
		<i>Total: \$ 312,200</i>	<i>Total: \$ 312,200</i>

Repairs and Maintenance			
Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures	\$22,000	\$22,000
	Equipment	\$6,000	\$6,000
3630	Other Repair	\$13,800	\$13,800
3650	Materials Binding/Repair	\$3,000	\$3,000
		<i>Total: \$ 44,800</i>	<i>Total: \$ 44,800</i>

Rentals			
Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate	\$33,600	\$33,600
	Equipment	\$100	\$100

Total: \$ 33,700

Total: \$ 33,700

Debt Service

Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$	\$
	Interest Bonds	\$	\$
		Total: \$ 0	Total: \$ 0

Lease Rental

No Data Entered for this Category

Other

Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$7,590	\$7,590
	Interest on Temporary Loans	\$2,500	\$2,500
	Taxes and Assessments	\$0	\$0
	Transfer to Library Improvement Reserve Fund	\$0	\$0
3945	Transer to Rainy Day	\$200,000	\$200,000
3950	Educational Licensing/Services	\$5,300	\$5,300
		Total: \$ 215,390	Total: \$ 215,390

Other Services and Charges Totals

Items Totals: \$ 1,112,730

Adopted Totals: \$ 1,112,730

4. Capital Outlays

Land

No Data Entered for this Category

Buildings

Line Item Code	Description	Published Amount	Adopted Amount
4440	Land & Buildings	\$0	\$0
4450	Building Renovation	\$0	\$0
		Total: \$ 0	Total: \$ 0



Improvements Other Than Buildings

No Data Entered for this Category

Furniture and Equipment

Line Item Code	Description	Published Amount	Adopted Amount
4410	Furniture	\$1,000	\$1,000
4430	Other Equipment	\$8,300	\$8,300
		<i>Total: \$ 9,300</i>	<i>Total: \$ 9,300</i>

Other Capital Outlays

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$595,008	\$595,008
	Periodicals and Newspapers	\$45,971	\$45,971
	Nonprinted Materials (Microforms and Audio-Visuals)	\$368,338	\$368,338
	to get to 15%	\$0	\$0
4540	Electronic Resources	\$128,583	\$128,583
		<i>Total: \$ 1,137,900</i>	<i>Total: \$ 1,137,900</i>

**Capital Outlays Totals**

**Items Totals: \$ 1,147,200**

**Adopted Totals: \$ 1,147,200**

**Form1 Totals**

**Items Totals: \$ 7,587,246**

**Adopted Totals: \$ 7,587,246**

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Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

**Selected Year:** 2012  
**Selected County:** Monroe County  
**Selected Unit:** 0154 Monroe County Public Library  
**Selected Fund:** 1220 Library Capital Projects  
**Selected Dept:** 0000 No Department

Copy Published to Adopted

1. Personal Services

Salaries and Wages

Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$	\$
	Salary of Assistants	\$	\$
	Salary of Treasurer	\$	\$
	Wages of Janitors	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Employee Benefits

Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share-FICA	\$	\$
	Unemployment Compensation	\$	\$
	Employer's Contribution-PERF	\$	\$
	Employer's Contribution-Group Insurance	\$	\$
	Sick Pay	\$	\$
	Other Employee Benefits	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Personal Services

No Data Entered for this Category

**Personal Services Totals**

**Items Totals: \$ 0**

**Adopted Totals: \$ 0**

2. Supplies

Office Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$	\$
	Stationery and Printing	\$	\$
	Other Office Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Operating Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies	\$	\$
	Fuel, Oil and Lubricants	\$	\$
	Other Operating Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies	\$	\$
	Paint and Painting Supplies	\$	\$
	Repair Parts	\$	\$
	Other Repair and Maintenance Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Supplies

No Data Entered for this Category

**Supplies Totals**

**Items Totals: \$ 0**

**Adopted Totals: \$ 0**

3. Other Services and Charges

Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services	\$	\$
	Engineering and Architectural Services	\$	\$
	Legal Services	\$	\$

Other Professional Services	\$	\$
	<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$	\$
	Postage	\$	\$
	Traveling Expense	\$	\$
	Professional Meetings	\$	\$
	Freight and Express	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices	\$	\$
	Printing (Other than Office Supplies)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds	\$	\$
	Other Insurance	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$	\$
	Electricity	\$	\$
	Water	\$	\$
	Waste Disposal Services	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repairs and Maintenance			
Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures	\$	\$
	Equipment	\$	\$
		Total: \$ 0	Total: \$ 0

Rentals			
Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate	\$	\$
	Equipment	\$	\$
		Total: \$ 0	Total: \$ 0

Debt Service			
Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$	\$
	Interest Bonds	\$	\$
		Total: \$ 0	Total: \$ 0

Lease Rental  
No Data Entered for this Category

Other			
Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$	\$
	Interest on Temporary Loans	\$	\$
	Taxes and Assessments	\$	\$
	Transfer to Library Improvement Reserve Fund	\$	\$
		Total: \$ 0	Total: \$ 0

Other Services and Charges Totals    Items Totals: \$ 0    Adopted Totals: \$ 0

#### 4. Capital Outlays

Land			
Line Item Code	Description	Published Amount	Adopted Amount
4450	Building Renovation	\$418,411	\$418,411
4460	IS Equipment	\$50,000	\$50,000
4465	IS Software	\$25,000	\$25,000
4470	Equipment - CATS	\$45,000	\$45,000
4475	Software - CATS	\$5,000	\$5,000
		<i>Total: \$ 543,411</i>	<i>Total: \$ 543,411</i>

**Buildings**

No Data Entered for this Category

**Improvements Other Than Buildings**

No Data Entered for this Category

**Furniture and Equipment**

No Data Entered for this Category

**Other Capital Outlays**

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$	\$
	Periodicals and Newspapers	\$	\$
	Nonprinted Materials (Microforms and Audio-Visuals)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Capital Outlays Totals** *Items Totals: \$ 543,411* *Adopted Totals: \$ 543,411*

**Form1 Totals** *Items Totals: \$ 543,411* *Adopted Totals: \$ 543,411*

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Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

**Selected Year:** 2012  
**Selected County:** Monroe County  
**Selected Unit:** 0154 Monroe County Public Library  
**Selected Fund:** 2011 Library Improvement Reserve  
**Selected Dept:** 0000 No Department

Copy Published to Adopted

1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$	\$
	Salary of Assistants	\$	\$
	Salary of Treasurer	\$	\$
	Wages of Janitors	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share-FICA	\$	\$
	Unemployment Compensation	\$	\$
	Employer's Contribution-PERF	\$	\$
	Employer's Contribution-Group Insurance	\$	\$
	Sick Pay	\$	\$
	Other Employee Benefits	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Personal Services

No Data Entered for this Category

**Personal Services Totals** *Items Totals: \$ 0* *Adopted Totals: \$ 0*

2. Supplies

Office Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$	\$
	Stationery and Printing	\$	\$
	Other Office Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Operating Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies	\$	\$
	Fuel, Oil and Lubricants	\$	\$
	Other Operating Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies	\$	\$
	Paint and Painting Supplies	\$	\$
	Repair Parts	\$	\$
	Other Repair and Maintenance Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Supplies

No Data Entered for this Category

**Supplies Totals**

**Items Totals: \$ 0**

**Adopted Totals: \$ 0**

3. Other Services and Charges

Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services	\$	\$
	Engineering and Architectural Services	\$	\$
	Legal Services	\$	\$

Other Professional Services	\$	\$
	<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$	\$
	Postage	\$	\$
	Traveling Expense	\$	\$
	Professional Meetings	\$	\$
	Freight and Express	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices	\$	\$
	Printing (Other than Office Supplies)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds	\$	\$
	Other Insurance	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$	\$
	Electricity	\$	\$
	Water	\$	\$
	Waste Disposal Services	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repairs and Maintenance			
Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures	\$100,000	\$100,000
	Equipment	\$	\$
		<i>Total: \$ 100,000</i>	<i>Total: \$ 100,000</i>

Rentals			
Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate	\$	\$
	Equipment	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Debt Service			
Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$	\$
	Interest Bonds	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

#### Lease Rental

No Data Entered for this Category

Other			
Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$	\$
	Interest on Temporary Loans	\$	\$
	Taxes and Assessments	\$	\$
	Transfer to Library Improvement Reserve Fund	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

*Other Services and Charges Totals*

*Items Totals: \$ 100,000*

*Adopted Totals: \$ 100,000*

#### 4. Capital Outlays

Land

No Data Entered for this Category

Buildings

No Data Entered for this Category

Improvements Other Than Buildings

No Data Entered for this Category

Furniture and Equipment

Line Item Code	Description	Published Amount	Adopted Amount
4430	Other Equipment	\$100,000	\$100,000
4450	Building Renovation	\$150,000	\$150,000
		<i>Total: \$ 250,000</i>	<i>Total: \$ 250,000</i>

Other Capital Outlays

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$	\$
	Periodicals and Newspapers	\$	\$
	Nonprinted Materials (Microforms and Audio-Visuals)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Capital Outlays Totals** *Items Totals: \$ 250,000* *Adopted Totals: \$ 250,000*

**Form1 Totals** *Items Totals: \$ 350,000* *Adopted Totals: \$ 350,000*

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Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

**Selected Year:** 2012  
**Selected County:** Monroe County  
**Selected Unit:** 0154 Monroe County Public Library  
**Selected Fund:** 0061 Rainy Day  
**Selected Dept:** 0000 No Department

Copy Published to Adopted

1. Personal Services

Salaries and Wages			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian	\$	\$
	Salary of Assistants	\$	\$
	Salary of Treasurer	\$	\$
	Wages of Janitors	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Employee Benefits			
Line Item Code	Description	Published Amount	Adopted Amount
	Unemployment Compensation	\$10,000	\$10,000
	Employer's Contribution-PERF	\$	\$
	Employer's Contribution-Group Insurance	\$	\$
	Sick Pay	\$	\$
	Other Employee Benefits	\$	\$
	Employer's Share-FICA	\$	\$
		<i>Total: \$ 10,000</i>	<i>Total: \$ 10,000</i>

**Other Personal Services**  
 No Data Entered for this Category

**Personal Services Totals** *Items Totals: \$ 10,000* **Adopted Totals: \$ 10,000**

2. Supplies

**Office Supplies**

Line Item Code	Description	Published Amount	Adopted Amount
	Official Records	\$	\$
	Stationery and Printing	\$	\$
	Other Office Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Operating Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies	\$	\$
	Fuel, Oil and Lubricants	\$	\$
	Other Operating Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies	\$	\$
	Paint and Painting Supplies	\$	\$
	Repair Parts	\$	\$
	Other Repair and Maintenance Supplies	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Other Supplies

No Data Entered for this Category

**Supplies Totals**

**Items Totals: \$ 0**

**Adopted Totals: \$ 0**

3. Other Services and Charges

Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services	\$50,000	\$50,000
	Legal Services	\$50,000	\$50,000
	Other Professional Services	\$	\$



Engineering and Architectural Services	\$	\$
	<i>Total: \$ 100,000</i>	<i>Total: \$ 100,000</i>

Communication and Transportation			
Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet	\$	\$
	Postage	\$	\$
	Traveling Expense	\$	\$
	Professional Meetings	\$	\$
	Freight and Express	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Printing and Advertising			
Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices	\$	\$
	Printing (Other than Office Supplies)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Insurance			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds	\$	\$
	Other Insurance	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Utility Services			
Line Item Code	Description	Published Amount	Adopted Amount
	Gas	\$	\$
	Electricity	\$	\$
	Water	\$	\$
	Waste Disposal Services	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Repairs and Maintenance			
Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures	\$100,000	\$100,000
	Equipment	\$	\$
		<i>Total: \$ 100,000</i>	<i>Total: \$ 100,000</i>

Rentals			
Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate	\$	\$
	Equipment	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

Debt Service			
Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds	\$	\$
	Interest Bonds	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Lease Rental**

No Data Entered for this Category

Other			
Line Item Code	Description	Published Amount	Adopted Amount
	Dues	\$	\$
	Interest on Temporary Loans	\$	\$
	Taxes and Assessments	\$	\$
	Transfer to Library Improvement Reserve Fund	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Other Services and Charges Totals** **Items Totals: \$ 200,000** **Adopted Totals: \$ 200,000**

4. Capital Outlays

Land

No Data Entered for this Category

Buildings

No Data Entered for this Category

Improvements Other Than Buildings

No Data Entered for this Category

Furniture and Equipment

Line Item Code	Description	Published Amount	Adopted Amount
4410	Furniture	\$50,000	\$50,000
4430	Other Equipment	\$50,000	\$50,000
4450	Building Renovation	\$100,000	\$100,000
		<i>Total: \$ 200,000</i>	<i>Total: \$ 200,000</i>

Other Capital Outlays

Line Item Code	Description	Published Amount	Adopted Amount
	Books	\$	\$
	Periodicals and Newspapers	\$	\$
	Nonprinted Materials (Microforms and Audio-Visuals)	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Capital Outlays Totals** *Items Totals: \$ 200,000* *Adopted Totals: \$ 200,000*

**Form1 Totals** *Items Totals: \$ 410,000* *Adopted Totals: \$ 410,000*

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Budget Form 2 (Rev

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2012  
Selected County: Monroe County  
Selected Unit: 0154 Monroe County Public Library  
Selected Fund: 0180 Debt Service

### Special Taxes

Special Taxes			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
0201	Financial Institutions Tax	\$	\$637
0202	License Excise Tax	\$	\$11,666
0203	CAGIT Certified Shares	\$	\$
0204	CAGIT Property Tax Replacement Credit	\$	\$
0212	County Option Income Tax (COIT)	\$	\$
0217	CVET Commercial Vehicle Excise Tax	\$	\$2,176
		<i>Total: \$ 0</i>	<i>Total: \$ 14,479</i>

*Special Taxes Totals*

*Jul1 to Dec31 Totals: \$ 0*

*Jan1 to Dec31 Totals: \$ 14,479*

### Other Revenue

Other Revenue			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
1418	Library Service Authority	\$	\$
1419	Operating Grants (Lists)	\$	\$
1420	Capital Grants	\$	\$
1515	State Distribution	\$	\$
2705	Township Contracts (Lists)	\$	\$

2716	County Contractual Library	\$	\$
2717	Photocopy Fees	\$	\$
4100	Fines and Fees	\$	\$
5101	Sale of Property	\$	\$
5207	Transfer from Operating Fund (for LIRF Only)	\$	\$
6100	Interest on Investments	\$	\$
6101	Income From Trusts	\$	\$
6200	Rental of Property	\$	\$
6400	Gifts and Bequests	\$	\$
6500	Misc Revenue	\$40,796	\$
		<i>Total: \$ 40,796</i>	<i>Total: \$ 0</i>

**Other Revenue Totals**

**Jul1 to Dec31 Totals: \$ 40,796**

**Jan1 to Dec31 Totals: \$ 0**

**9999 Total Cols. A & B**

**Jul1 to Dec31 Totals: \$ 40,796**

**Jan1 to Dec31 Totals: \$ 14,479**

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Budget Form 2 (Rev

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2012  
 Selected County: Monroe County  
 Selected Unit: 0154 Monroe County Public Library  
 Selected Fund: 0101 General

### Special Taxes

Special Taxes			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
0201	Financial Institutions Tax	\$3,385	\$12,443
0202	License Excise Tax	\$102,319	\$232,699
0203	CAGIT Certified Shares	\$	\$
0204	CAGIT Property Tax Replacement Credit	\$	\$
0212	County Option Income Tax (COIT)	\$774,206	\$1,980,075
0217	CVET Commercial Vehicle Excise Tax	\$12,691	\$42,483
		<i>Total: \$ 892,601</i>	<i>Total: \$ 2,267,700</i>

**Special Taxes Totals**

**Jul1 to Dec31 Totals: \$ 892,601**

**Jan1 to Dec31 Totals: \$ 2,267,700**

### Other Revenue

Other Revenue			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
1418	Library Service Authority	\$	\$
1419	Operating Grants (Lists)	\$	\$
1420	Capital Grants	\$	\$
1515	State Distribution	\$	\$
2705	Township Contracts (Lists)	\$	\$

2716	County Contractual Library	\$	\$
2717	Photocopy Fees	\$	\$
4100	Fines and Fees	\$33,808	\$175,000
5101	Sale of Property	\$	\$
5207	Transfer from Operating Fund (for LIRF Only)	\$	\$
6100	Interest on Investments	\$	\$15,000
6101	Income From Trusts	\$	\$
6200	Rental of Property	\$	\$
6400	Gifts and Bequests	\$	\$
6500	Miscellaneous Revenue	\$10,000	\$16,000
		<i>Total: \$ 43,808</i>	<i>Total: \$ 206,000</i>

**Other Revenue Totals**

**Jul1 to Dec31 Totals: \$ 43,808**

**Jan1 to Dec31 Totals: \$ 206,000**

**9999 Total Cols. A & B**

**Jul1 to Dec31 Totals: \$ 936,409**

**Jan1 to Dec31 Totals: \$ 2,473,700**

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Budget Form 2 (Rev

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2012  
Selected County: Monroe County  
Selected Unit: 0154 Monroe County Public Library  
Selected Fund: 1220 Library Capital Projects

### Special Taxes

Special Taxes			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
0201	Financial Institutions Tax	\$0	\$1,341
0202	License Excise Tax	\$	\$24,552
0203	CAGIT Certified Shares	\$	\$
0204	CAGIT Property Tax Replacement Credit	\$	\$
0212	County Option Income Tax (COIT)	\$	\$
0217	CVET Commercial Vehicle Excise Tax	\$	\$4,579
		<i>Total: \$ 0</i>	<i>Total: \$ 30,472</i>

**Special Taxes Totals**

*Jul1 to Dec31 Totals: \$ 0*

*Jan1 to Dec31 Totals: \$ 30,472*

### Other Revenue

Other Revenue			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
1418	Library Service Authority	\$	\$
1419	Operating Grants (Lists)	\$	\$
1420	Capital Grants	\$	\$
1515	State Distribution	\$	\$
2705	Township Contracts (Lists)	\$	\$



2716	County Contractual Library	\$	\$
2717	Photocopy Fees	\$	\$
4100	Fines and Fees	\$	\$
5101	Sale of Property	\$	\$
5207	Transfer from Operating Fund (for LIRF Only)	\$	\$
6100	Interest on Investments	\$	\$
6101	Income From Trusts	\$	\$
6200	Rental of Property	\$	\$
6400	Gifts and Bequests	\$	\$
6500	Misc Revenue	\$7,402	\$
		<i>Total: \$ 7,402</i>	<i>Total: \$ 0</i>

**Other Revenue Totals**

**Jul1 to Dec31 Totals: \$ 7,402**

**Jan1 to Dec31 Totals: \$ 0**

**9999 Total Cols. A & B**

**Jul1 to Dec31 Totals: \$ 7,402**

**Jan1 to Dec31 Totals: \$ 30,472**

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Budget Form 2 (Rev

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2012  
 Selected County: Monroe County  
 Selected Unit: 0154 Monroe County Public Library  
 Selected Fund: 2011 Library Improvement Reserve

### Special Taxes

Special Taxes			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
0201	Financial Institutions Tax	\$	\$
0202	License Excise Tax	\$	\$
0203	CAGIT Certified Shares	\$	\$
0204	CAGIT Property Tax Replacement Credit	\$	\$
0212	County Option Income Tax (COIT)	\$	\$
0217	CVET Commercial Vehicle Excise Tax	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

*Special Taxes Totals*

*Jul1 to Dec31 Totals: \$ 0*

*Jan1 to Dec31 Totals: \$ 0*

### Other Revenue

Other Revenue			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
1418	Library Service Authority	\$	\$
1419	Operating Grants (Lists)	\$	\$
1420	Capital Grants	\$	\$
1515	State Distribution	\$	\$
2705	Township Contracts (Lists)	\$	\$

2716	County Contractual Library	\$	\$
2717	Photocopy Fees	\$	\$
4100	Fines and Fees	\$	\$
5101	Sale of Property	\$	\$
5207	Transfer from Operating Fund (for LIRF Only)	\$200,000	\$
6100	Interest on Investments	\$	\$
6101	Income From Trusts	\$	\$
6200	Rental of Property	\$	\$
6400	Gifts and Bequests	\$	\$
		<i>Total: \$ 200,000</i>	<i>Total: \$ 0</i>

**Other Revenue Totals** *Jul1 to Dec31 Totals: \$ 200,000* *Jan1 to Dec31 Totals: \$ 0*

**9999 Total Cols. A & B** *Jul1 to Dec31 Totals: \$ 200,000* *Jan1 to Dec31 Totals: \$ 0*

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Budget Form 2 (Rev

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2012  
Selected County: Monroe County  
Selected Unit: 0154 Monroe County Public Library  
Selected Fund: 0061 Rainy Day

### Special Taxes

Special Taxes			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
0201	Financial Institutions Tax	\$	\$
0202	License Excise Tax	\$	\$
0203	CAGIT Certified Shares	\$	\$
0204	CAGIT Property Tax Replacement Credit	\$	\$
0212	County Option Income Tax (COIT)	\$	\$
0217	CVET Commercial Vehicle Excise Tax	\$	\$
	Transfer From Operating Fund	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

*Special Taxes Totals*

*Jul1 to Dec31 Totals: \$ 0*

*Jan1 to Dec31 Totals: \$ 0*

### Other Revenue

Other Revenue			
Line Item Code	Description	July 1 to Dec 31, 2011	Jan 1 to Dec 31, 2012
1418	Library Service Authority	\$	\$
1419	Operating Grants (Lists)	\$	\$
1420	Capital Grants	\$	\$
1515	State Distribution	\$	\$

2705	Township Contracts (Lists)	\$	\$
2716	County Contractual Library	\$	\$
2717	Photocopy Fees	\$	\$
4100	Fines and Fees	\$	\$
5101	Sale of Property	\$	\$
5207	Transfer from Operating Fund (for LIRF Only)	\$	\$
6100	Interest on Investments	\$	\$
6101	Income From Trusts	\$	\$
6200	Rental of Property	\$	\$
6400	Gifts and Bequests	\$	\$
		<i>Total: \$ 0</i>	<i>Total: \$ 0</i>

**Other Revenue Totals**

**Jul1 to Dec31 Totals: \$ 0**

**Jan1 to Dec31 Totals: \$ 0**

**9999 Total Cols. A & B**

**Jul1 to Dec31 Totals: \$ 0**

**Jan1 to Dec31 Totals: \$ 0**

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## Monroe County Public Library 2012 Budget

The third draft of the 2012 budget reflects the following updates:

- The allocation of books, periodicals, non-print materials, and electronic resources
- COIT revenue updated
- A new line for A.V. supplies (014-224-00) has been added for Ellettsville and \$1,200 has been moved to this line. The corresponding reduction was to the other equipment purchases line (008-363-00). This change was related to Ellettsville's new disk cleaning equipment.

### **Accompanying Documents**

**Worksheet A** includes estimated revenue, expense, and cash balances, by fund. **Worksheet B** includes detailed 2012 line item expenditures from all five funds. **Worksheet C** shows line item expenditures in the Operating Fund, compared with 2010 actual expenditures and 2011 budget. **Worksheet D is a line item narrative** about significant changes from last year. **Worksheet E** provides Operating Fund budget detail, by department, with comments.

## 2012 Budget - estimated revenue, expense, and cash balances

Worksheet A	2011 Budget after			
	1782	2011 expected	2012 Estimates	2012 expected
<b>Operating Fund</b>				
Asses. Val.	6,118,817,228		5,506,935,505	
<b>INCOME</b>				
	<i>Property Tax 2012 using growth quotient estimate 2.9%</i>		\$4,592,520	
Property Tax - 2011	\$ 4,521,806	0.0739%		
County Option Income Tax	\$ 2,087,229		\$ 1,980,075	
Commercial Vehicle Excise Tax	\$ 34,617		\$ 42,483	
Financial Institutions Tax	\$ 10,231		\$ 12,443	
License Excise	\$ 263,000		\$ 232,699	
Fines/Fees	\$ 160,000		\$ 175,000	
Other - misc per dlgr				
Other - meeting rooms/interest			\$ 15,000	
Other - copiers/PLAC	\$ 15,700		\$ 16,000	
	<b>TOTAL \$ 7,092,583</b>		<b>\$ 7,066,220</b>	
<b>EXPENSES</b>				
Personnel Services	\$ 5,158,175		\$ 5,151,056	
Supplies	\$ 132,800		\$ 176,260	
Other Services/Charges	\$ 1,066,200		\$ 1,112,730	
Capital	\$ 1,107,357		\$ 1,147,200	
	<b>TOTAL \$ 7,464,532</b>	<b>\$7,334,532</b>	<b>\$ 7,587,246</b>	\$ 7,562,246
<b>FUND BALANCE</b>				
Beginning	\$ 1,165,275	\$1,165,275	\$ 791,938	\$ 921,938
Encumbrance	\$ (1,388)	-\$1,388		
Income less exp.	\$ (371,949)	-\$241,949	\$ (521,026)	\$ (496,026)
Ending balance	<b>\$ 791,938</b>	<b>\$921,938</b>	<b>\$ 270,912</b>	<b>\$ 425,912</b>

**2011 Budget after**

Worksheet A

**1782 2011 expected 2012 Estimates 2012 expected**

**Library Capital Projects Fund**

INCOME

Property Tax	\$	342,645	0.0056%	\$	495,000
0.0074 Commercial Vehicle Excise Tax	\$	3,268			4,579
0.003 Financial Institutions Tax	\$	775			1,341
0.0874 License Excise	\$	18,750			24,552
<b>TOTAL</b>	<b>\$</b>	<b>365,438</b>		<b>\$</b>	<b>525,472</b>

EXPENSES

Capital	\$	361,021			
Construction, Repair, Remodel				\$	418,411
Computer Hardware-Software				\$	125,000
<b>TOTAL</b>	<b>\$</b>	<b>361,021</b>		<b>\$</b>	<b>543,411</b>

FUND BALANCE

Beginning	\$	98,516		\$	4,417
Encumbrance	\$	(98,516)		\$	-
Income less exp.	\$	4,417		\$	(17,939)
Ending balance	\$	<b>4,417</b>		\$	<b>(13,522)</b>

**Debt Service Fund**

INCOME

Property Tax	\$	1,847,883	0.0302%	\$	235,201
0.0074 Commercial Vehicle Excise Tax	\$	12,901			2,176
0.003 Financial Institutions Tax	\$	4,181			637
0.0874 License Excise	\$	100,000			11,666
<b>TOTAL</b>	<b>\$</b>	<b>1,964,965</b>		<b>\$</b>	<b>249,680</b>

EXPENSES

Capital	\$	1,996,000		\$	322,088
<b>TOTAL</b>	<b>\$</b>	<b>1,996,000</b>		<b>\$</b>	<b>322,088</b>

FUND BALANCE

Beginning	\$	117,923		\$	86,887
Income less exp.	\$	(31,035)		\$	(72,408)
Ending balance	\$	86,887		\$	14,479



## 2011 Budget after

1782 2011 expected

2012 Estimates

2012 expected

## Library Improvement Reserve Fund

## INCOME

Transfer	\$	200,000	\$200,000		
Interest on Investments	\$	4,000			
<b>TOTAL</b>	<b>\$</b>	<b>204,000</b>	<b>\$200,000</b>	<b>\$</b>	<b>-</b>

## EXPENSES

Personal Services					
Supplies					
Other Services/Charges	\$	63,558		\$	100,000
Capital	\$	233,374	\$100,000	\$	250,000
<b>TOTAL</b>	<b>\$</b>	<b>296,932</b>	<b>\$100,000</b>	<b>\$</b>	<b>350,000</b>

## FUND BALANCE

Beginning	\$	1,040,847	\$1,040,847	\$	947,915	\$	1,140,847
Income less exp.	\$	(92,932)	\$100,000	\$	(350,000)		
Ending balance	\$	947,915	\$1,140,847	\$	597,915	\$	1,140,847

## Rainy Day Fund

## INCOME

Transfer				\$	200,000		
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## EXPENSES

Personal Services	\$	10,000		\$	10,000		
Supplies	\$	187,048					
Other Services/Charges	\$	140,794		\$	200,000		
Capital	\$	135,468		\$	200,000		
<b>TOTAL</b>	<b>\$</b>	<b>473,310</b>		<b>\$0</b>	<b>\$</b>	<b>410,000</b>	<b>\$0</b>

## FUND BALANCE

Beginning	\$	808,901	\$808,901	\$	335,591	\$	808,901
Income less exp.	\$	(473,310)		\$	(210,000)	\$	200,000
Ending balance	\$	335,591	\$808,901	\$	125,591	\$	1,008,901

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
<b>PERSONNEL SERVICES</b>							
SALARIES							
	1120 ADMINISTRATION	164,792					
	1130 PROFESSIONAL/SUPERVISORS	495,967					
	1140 PROFESSIONAL ASSISTANTS	1,291,405					
	1150 SPECIALISTS & TECHNICIANS	824,582					
	1160 CLERICAL ASSISTANTS	455,807					
	1170 PAGES/MASTERCONTROLLERS	268,545					
	1180 TEMPORARY STAFF	5,000					
	1190 BUILDING MAINTENANCE	348,460					
<b>TOTAL SALARIES</b>		<b>3,854,558</b>		-		-	<b>3,854,558</b>
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	239,861					
	1220 UNEMPLOYMENT COMPENSATION	-		10,000			
	1230 EMPLOYER CONTRIBUTION/PERF	386,771					
	1240 EMPLOYER CONT/INSURANCE	608,875					
	1250 EMPLOYER CONT/MEDICARE	56,691					
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>1,292,198</b>		10,000			<b>1,302,198</b>
OTHER WAGES							
	1310 WORKSTUDY	4,300					
	1320 TEMPORARY STAFF	-					
	1350 STIPEND	-					
<b>TOTAL OTHER WAGES</b>		<b>4,300</b>					<b>4,300</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,151,056</b>		10,000			<b>5,161,056</b>
SUPPLIES (2000s)							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,000					
	2120 STATIONERY & PRINTING	2,760					
	2130 OFFICE SUPPLIES	21,300					
	2140 DUPLICATING	24,100					
	2150 PROMOTIONAL MATERIALS	-					
<b>TOTAL OFFICE SUPPLIES</b>		<b>49,160</b>		-			<b>49,160</b>

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
<b>OPERATING SUPPLIES</b>							
	2210 CLEANING SUPPLIES	30,650					
	2220 FUEL, OIL, & LUBRICANTS	11,000					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,950					
	2250 CIRCULATION SUPPLIES	33,000					
	2260 LIGHT BULBS	3,000					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,900					
	2290 DISPLAY/EXHIBIT SUPPLIES	5,400					
<b>TOTAL OPERATING SUPPLIES</b>		<b>101,400</b>		-			<b>101,400</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>							
	2300 IS SUPPLIES	6,600					
	2310 BUILDING MATERIALS & SUPPLIES	15,800					
	2315 ENERGY AUDIT SUPPLIES	2,000					
	2320 PAINT & PAINTING SUPPLIES	300					
	2340 OTHER REPAIR & BINDING	1,000					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>25,700</b>					<b>25,700</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>176,260</b>		-			<b>176,260</b>
<b>OTHER SERVICES/CHARGES (3000s)</b>							
<b>PROFESSIONAL SERVICES</b>							
	3110 CONSULTING SERVICES	3,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	40,000					
	3130 LEGAL SERVICES	15,500		50,000			
	3140 BUILDING SERVICES	40,000					
	3150 MAINTENANCE CONTRACTS	139,840					
	3160 OCLC & COMPUTER SERVICES	51,300					
	3170 ADMIN/ACCOUNTING SERVICES	36,500					
	3175 COLLECTION AGENCY SERVICE	24,000					
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>350,140</b>	-	100,000			<b>450,140</b>

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
					PROJECTS	SERVICE	FUNDS
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	30,600					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,000					
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>		<b>91,600</b>					<b>91,600</b>
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,900					
	3320 PRINTING	5,900					
<b>TOTAL PRINTING &amp; ADVERTISING</b>		<b>8,800</b>					<b>8,800</b>
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	55,400					
<b>TOTAL INSURANCE</b>		<b>56,100</b>					<b>56,100</b>
UTILITIES							
	3510 GAS	3,800					
	3520 ELECTRICITY	290,500					
	3530 WATER	17,900					
<b>TOTAL UTILITIES</b>		<b>312,200</b>					<b>312,200</b>
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	22,000	100,000	100,000			
	3630 OTHER REPAIR	13,800					
	3640 VEHICLE REPAIR & MAINTENANCE	6,000					
	3650 MATERIALS BINDING/REPAIR	3,000					
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>44,800</b>	<b>100,000</b>	<b>100,000</b>			<b>244,800</b>
RENTALS							
	3710 REAL ESTATE RENTAL	33,600				322,088	
	3720 EQUIPMENT RENTAL	100					

2012 BUDGET		2012	2012	2012	2012	2012	2012
Worksheet B		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
<b>TOTAL RENTALS</b>		33,700				322,088	355,788
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
OTHER CHARGES							
	3910 DUES/INSTITUTIONAL	7,590					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	-					
	3945 TRANSFER TO RAINY DAY	200,000					
	3950 EDUCATIONAL LICENSING/SERVICES	5,300					
<b>TOTAL OTHER CHARGES</b>		<b>215,390</b>					<b>215,390</b>
<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>		<b>1,112,730</b>	<b>100,000</b>	<b>200,000</b>		<b>322,088</b>	<b>1,734,818</b>
<b>CAPITAL OUTLAY (4000s)</b>							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	1,000		50,000			
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	8,300	100,000	50,000			
	4440 LAND & BUILDINGS	-					
	4450 BUILDING RENOVATION -	-	150,000	100,000	418,411		
	4460 IS EQUIPMENT	-			50,000		
	4465 IS SOFTWARE	-			25,000		
	4470 EQUIPMENT - CATS	-			45,000		
	4475 SOFTWARE - CATS	-			5,000		
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>		<b>9,300</b>	<b>250,000</b>	<b>200,000</b>	<b>543,411</b>		<b>1,002,711</b>
OTHER CAPITAL OUTLAY							
	4510 BOOKS	595,008					
	4520 PERIODICALS & NEWSPAPERS	45,971					
	4530 NONPRINT MATERIALS	368,338					
	to get to 15%						
	4540 ELECTRONIC RESOURCES	128,583					
<b>TOTAL OTHER CAPITAL OUTLAY</b>		<b>1,137,900</b>					<b>1,137,900</b>
	15.00%						
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,147,200</b>	<b>250,000</b>	<b>200,000</b>	<b>543,411</b>		<b>2,140,611</b>

		2012	2012	2012	2012	2012	2012
	2012 BUDGET	OPERATING	LIRF	RAINY DAY	CAPITAL	DEBT	TOTAL
	Worksheet B				PROJECTS	SERVICE	FUNDS
	<b>TOTAL EXPENDITURES 2012</b>	<b>7,587,246</b>	<b>350,000</b>	<b>410,000</b>	<b>543,411</b>	<b>322,088</b>	<b>9,212,745</b>
	<b>TOTAL BUDGET 2011</b>	7,464,532	296,932	473,310	361,021	1,996,000	<b>10,591,795</b>
	Increase from 2011	1.64%	17.87%	-13.38%	50.52%	-83.86%	-13.02%

2012 BUDGET COMPARISON

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
PERSONNEL SERVICES (1000'S)				
SALARIES				
1120 ADMINISTRATION	164,792	167,000	135,206	67,924
1130 PROFESSIONAL/SUPERVIS	495,967	545,000	453,964	209,108
1140 PROFESSIONAL ASSISTAN	1,291,405	1,351,000	1,320,105	602,277
1150 SPECIALISTS & TECHNICA	824,582	814,000	764,114	343,968
1160 CLERICAL ASSISTANTS	455,807	442,000	478,551	241,156
1170 PAGES	268,545	226,000	226,989	102,710
1180 TEMPORARY STAFF	5,000			
1190 BUILDING MAINTENANCE	348,460	348,000	335,649	156,107
<b>TOTAL SALARIES</b>	<b>3,854,558</b>	<b>3,893,000</b>	<b>3,714,578</b>	<b>1,723,249</b>
EMPLOYEE BENEFITS				
1210 EMPLOYER CONTRIBUTION	239,861	238,100	222,333	102,914
1220 UNEMPLOYMENT COMPENSATION		-	-	
1230 EMPLOYER CONTRIBUTION	386,771	368,250	353,612	81,729
1240 EMPLOYER CONT/INSURAN	608,875	602,100	514,096	297,619
1250 EMPLOYER CONT/MEDICAL	56,691	55,725	51,997	24,069
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>1,292,198</b>	<b>1,264,175</b>	<b>1,142,038</b>	<b>506,331</b>
OTHER WAGES				
1310 WORKSTUDY	4,300	1,000	103	103
1180 TEMPORARY STAFF		-	52,914	20,883
1350 STIPEND/RECLASSIFICATION		-	-	-
<b>TOTAL OTHER WAGES</b>	<b>4,300</b>	<b>1,000</b>	<b>53,017</b>	<b>20,986</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>5,151,056</b>	<b>5,158,175</b>	<b>4,909,632</b>	<b>2,250,566</b>
	67.89%	69.09%		
SUPPLIES (2000'S)				
OFFICE SUPPLIES				

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
2110 OFFICIAL RECORDS	1,000	1,000	148	
2120 STATIONERY & PRINTING	2,760	1,000	2,388	2,227
2130 OFFICE SUPPLIES	21,300	18,100	14,794	8,495
2140 DUPLICATING	24,100	21,900	19,173	11,195
2150 PROMOTIONAL MATERIALS		-	-	-
<b>TOTAL OFFICE SUPPLIES</b>	<b>49,160</b>	<b>42,000</b>	<b>36,504</b>	<b>21,916</b>
<b>OPERATING SUPPLIES</b>				
2210 CLEANING SUPPLIES	30,650	28,000	28,578	14,873
2220 FUEL, OIL, & LUBRICANTS	11,000	8,500	7,532	4,381
2230 CATALOGING SUPPLIES-BO	5,500	5,500	4,842	2,523
2240 A/V SUPPLIES-CATALOGING	10,950	10,000	9,439	5,230
2250 CIRCULATION SUPPLIES	33,000	21,000	190,890	723
2260 LIGHT BULBS	3,000	3,000	4,566	1,496
2270 VIDEOTAPE - CATS		-	-	
2280 UNIFORMS	1,900	1,000	-	
2290 DISPLAY/EXHIBIT SUPPLIES	5,400	100	1,226	
<b>TOTAL OPERATING SUPPLIES</b>	<b>101,400</b>	<b>77,100</b>	<b>247,074</b>	<b>29,225</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>				
2300 IS SUPPLIES	6,600	5,000	6,313	4,129
2310 BUILDING MATERIALS & SUPPLIES	15,800	8,500	12,814	7,752
2315 ENERGY AUDIT MATERIALS	2,000			
2320 PAINT & PAINTING SUPPLIES	300	200	234	79
2340 OTHER REPAIR & BINDING	1,000		38	
2350 VIDEO MATERIALS - CATS		-	-	
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>25,700</b>	<b>13,700</b>	<b>19,399</b>	<b>11,960</b>
<b>TOTAL SUPPLIES</b>	<b>176,260</b>	<b>132,800</b>	<b>302,976</b>	<b>63,101</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>				
<b>PROFESSIONAL SERVICES</b>				
3110 CONSULTING SERVICES	3,000	3,000	8,360	6,300



Worksheet C

	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
3120 ENGINEERING/ARCHITECT	40,000	3,000	19,007	17,259
3130 LEGAL SERVICES	15,500	14,000	11,333	5,679
3140 BUILDING SERVICES	40,000	40,000	32,618	23,047
3150 MAINTENANCE CONTRACT	139,840	95,000	80,244	24,656
3160 COMPUTER SERVICES (OC	51,300	50,000	44,579	7,350
3170 ADMIN/ACCOUNTING SERV	36,500	47,000	61,194	19,276
3175 COLLECTION AGENCY SER	24,000			
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>350,140</b>	<b>252,000</b>	<b>257,336</b>	<b>103,567</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>				
3210 TELEPHONE	30,600	26,000	29,963	16,422
3220 POSTAGE	30,000	30,000	27,049	13,738
3230 TRAVEL EXPENSE	10,000	10,000	1,226	232
3240 PROFESSIONAL MTG. (OFF	10,000	10,000	862	22
3250 CONTINUING ED. (ON-SITE	10,000	10,000	1,193	
3260 FREIGHT & DELIVERY	1,000	1,000	708	685
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>91,600</b>	<b>87,000</b>	<b>61,001</b>	<b>31,100</b>
<b>PRINTING &amp; ADVERTISING</b>				
3310 ADVERTISING & PUBLICATI	2,900	2,000	2,567	686
3320 PRINTING	5,900	6,000	1,817	735
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>8,800</b>	<b>8,000</b>	<b>4,384</b>	<b>1,420</b>
<b>INSURANCE</b>				
3410 OFFICIAL BOND	700	700	660	300
3420 OTHER INSURANCE	55,400	54,000	47,405	47,405
<b>TOTAL INSURANCE</b>	<b>56,100</b>	<b>54,700</b>	<b>48,065</b>	<b>47,705</b>
<b>UTILITIES</b>				
3510 GAS	3,800	5,600	2,465	1,518
3520 ELECTRICITY	290,500	293,000	275,462	135,956
3530 WATER	17,900	15,800	16,521	6,136

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
TOTAL UTILITIES	312,200	314,400	294,448	143,610
REPAIR & MAINTENANCE				
3610 BUILDING REPAIR	22,000	22,000	16,277	14,119
3630 OTHER EQUIP/FURNITURE	13,800	70,000	28,448	13,637
3640 VEHICLE REPAIR & MAINTENANCE	6,000	7,500	10,575	7,497
3650 MATERIAL BINDING/REPAIR	3,000	3,000	2,065	1,024
TOTAL REPAIR & MAINTENANCE	44,800	102,500	57,365	36,277
RENTALS				
3710 REAL ESTATE RENTAL/PAF	33,600	32,000	31,405	29,267
3720 EQUIPMENT RENTAL	100	100	7,062	
TOTAL RENTALS	33,700	32,100	38,467	29,267
OTHER CHARGES				
3910 DUES/INSTITUTIONAL	7,590	6,500	1,303	953
3920 INTEREST/TEMPORARY LOAN	2,500	2,500	-	
3930 TAXES & ASSESSMENTS		-	-	
3940 TRANSFER TO LIRF		200,000	150,000	
3945 TRANSFER TO RAINY DAY	200,000			
3950 EDUCATIONAL SERV/LICENSE	5,300	6,500	4,620	1,497
TOTAL OTHER CHARGES	215,390	215,500	155,923	2,450
TOTAL OTHER SERVICES/CHARGES	1,112,730	1,066,200	916,989	395,396
CAPITAL OUTLAY (4000'S)				
FURNITURE & EQUIPMENT				
4410 FURNITURE	1,000	-	59,331	350
44105 ENCUMBERED FURNITURE		1,388		
4420 AUDIO VISUAL EQUIPMENT	-	-	-	
4430 OTHER EQUIPMENT	8,300	18,357	2,956	56
4440 LAND & BUILDINGS		-	-	
4450 BUILDING RENOVATIONS			155,474	26,637
4460 IS EQUIPMENT		-	-	

Worksheet C	2012 BUDGET	2011 BUDGET	2010 ACTUAL	2010 6-30 YTD
4465 IS SOFTWARE		-	3,307	3,150
4470 EQUIPMENT - CATS		-	-	
4475 SOFTWARE - CATS		-	-	
TOTAL FURNITURE & EQUIPMENT	9,300	19,745 16.32%	221,067	30,193
OTHER CAPITAL OUTLAY				
4510 BOOKS	595,008	593,000	586,780	286,090
4520 PERIODICALS & NEWSPAF	45,971	48,000	42,489	7,175
4530 NONPRINT MATERIALS	368,338	379,000	376,471	181,982
to get to 15%	-			
4540 ELECTRONIC RESOURCES	128,583	69,000	54,862	16,345
TOTAL OTHER CAPITAL OUTLAY	1,137,900	1,089,000	1,060,602	491,592
	15.00%	14.59%		
TOTAL CAPITAL OUTLAY	1,147,200	1,108,745	1,281,669	521,785
TOTAL OPERATING EXPENDITURES	7,587,246	7,465,920	7,411,266	3,230,849

**Monroe County Public Library**  
**2012 Budget: Line Item Detail Narrative**  
**Updated July 21, 2011**

**OPERATING FUND**

*(Income for this fund comes from a property tax levy, County Option Income Tax (COIT), Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax, and non-tax revenue from copiers, fines, fees, Public Library Access Card reimbursements.)*

<b><u>Line</u></b>	<b><u>Comment</u></b>
1120	Includes salary for Associate Director.
1120-1190 + 1320	Salaries and wages for employees held to 1.5% increase. Reflects 2 positions eliminated through retirement, 4.8 positions not filled in first half of 2011, and reduction of Indiana Room hours. Increases webmaster to full-time in response to critical need for support for increasingly diverse web-based services.
1180	Small reserve fund set aside in order to address temporary shortages.
1230	PERF rate increases from 12.25% to 13%; library contributes employer and employee portions.
1240	Employer contribution to health insurance (10% increase). If increases are higher, employees will have to choose lower-cost options or make increased contributions.
1310	Work-study budget increased to reflect 2011 projected expenditures.
2110-2150	Slight increases to reflect projected expenditures in 2011.
2220	Reflects projected higher expenditures due to gas price increases.
2250	Circ supplies reflects projected cost of RFID tags
2280	Union agreement requires shirts for Facilities employees
2290	Displays/exhibits from 100 to 5400 – based on 2010 spending
2310	Building materials/supplies from 8500 to 15800 – based on 2010 spending
2315	Energy audit materials – new account to track energy audit related materials
3110	Does not include expense of 2013-2015 strategic planning process; consulting fees are included in 2012 Rainy Day Fund budget.
3120	Architectural/engineering services for Phase 3 and 4 of Main Renovation.

- 3150 Maintenance contracts for AMH - \$41,600 / year
- 3160 Increase Internet band-width from 10 MB to 20 MB to address afternoon slowdowns.
- 3175 Collection agency fees formerly included in 3170 now charged to this line
- 3210 From 26000 to 30600 – based on 2010 spending
- 3630 2011 budget included \$60,000 in light bulb replacements for energy audit
- 3640 Reduced amount due to expected decreases in maintenance required by new Bookmobile
- 3940 Transfer \$200,000 to Rainy Day Fund to bring it to \$1,000,000 target balance, rather than to Library Improvement Reserve Fund, which, at the end of 2011, will exceed the \$1,000,000 target balance set by the Board. The balances in these funds help cover operating expenses in advance of twice-yearly tax draws, and also ensure that the library can cope with emergencies and unexpected challenges without additional appropriations in the middle of the year.
- 4510-4540 Materials expenditures equal 15% of smaller Operating Fund budget to continue to meet State Standards at the enhanced level.

**LIBRARY IMPROVEMENT RESERVE FUND (LIRF)**

*(This fund derives income from end-of-year transfers from the Operating Fund and can only be used for capital expenditures.)*

- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency equipment replacement expenditures exceeding amount appropriated in Operating Fund.
- 4450 Appropriated in case emergency building renovations are needed.

**RAINY DAY FUND**

*(This fund derives income from unanticipated revenue from COIT and can be spent on any expenditures allowed by the Operating Fund.)*

- 1220 The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2012.

- 3110 To cover consultant costs for 2013-2015 strategic planning.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency need for equipment.
- 4450 Appropriated in case building renovation exceeds amounts appropriated in Operating Fund and Library Capital Projects Fund.
- 

#### **LIBRARY CAPITAL PROJECTS FUND**

***(This fund derives its income from a separate property tax levy, as well as *Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax. Funds can only be spent on equipment, renovation or construction. The 2010 LCPF budget has already been approved by the Library Board and Monroe County Council; we await final approval from the Department of Local Government Finance [DLGF].)****

- 4450 Phase 3 and 4 of Main Library renovation. (Architectural and engineering expenses are included in Operating Fund.)
- 4460 Replace computers on regular replacement schedule.
- 4465 Maintain and upgrade software.
- 4470 CATS equipment
- 4475 CATS software
- 

#### **DEBT SERVICE FUND**

***(This fund derives its income from a separate property tax levy and can only be spent to pay off bond indebtedness.)***

- 3710 Last payment in Main Library addition bond in mid 2012.

**EXCERPTS OF MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
MONROE COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Monroe County Public Library was held at 303 E Kirkwood Avenue, Bloomington, Indiana, on October 26, 2011, at the hour of 5:45 P.M. (Local Time), pursuant to notice duly given to all members of the Board in accordance with the rules of the Board.

The meeting was called to order by the President of the Board, and the minutes of the meeting were recorded by the Secretary of the Board.

On call of the roll the members of the Board were shown to be present or absent as follows:

Present:

Absent:

Thomas Bunger, attorney for the library, was also present at said meeting.

(Among other proceedings had and actions  
taken were the following:)

The Secretary presented to the Board proofs of publication and posting of the notice to taxpayers of the hearing to be held at this meeting on the matter of the additional appropriation proposed to be made on account of said building project, which proofs of publication and posting show that such notice was published in *The Herald Times* and in *The Ellettsville Journal* on September 28, 2011, and October 5, 2011, and posted in three public places on September 28, 2011.

On motion duly made, seconded and unanimously carried, said proofs of publication and posting were ordered approved and made a part of the records of this Board.

The President of the Board then stated that the Board was now ready to hear all taxpayers desiring to be heard in respect to the matter of the additional appropriation in the amount of \$1,800,000 proposed to be made on account of the renovation of and improvements to Monroe County Main Library and Ellettsville Branch Library including the purchase of equipment and technology in said library district.

After hearing all taxpayers present who desired to be heard relative to said additional appropriation, on motion duly made, seconded and unanimously carried, the resolution attached hereto as Exhibit A was adopted.

On motion duly made, seconded and unanimously carried, the Secretary of the Board was directed to advertise the sale of the bonds heretofore authorized.

Upon motion made and seconded the meeting adjourned.

---

Secretary, Board of Trustees

APPROVED:

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President, Board of Trustees



EXHIBIT A

**APPROPRIATION RESOLUTION**

WHEREAS, Monroe County Public Library is a library organized and existing under the provisions of IC 36-12-2; and

WHEREAS, the Board of Trustees of said library finds that the present facilities of the library will need renovation and improvement in order provide for the proper library services for its patrons; and

WHEREAS, the Board has determined to issue bonds of the library in an amount not exceeding One Million Eight Hundred Thousand Dollars (\$1,800,000) for the purpose of procuring funds to be applied on the cost of the renovation of and improvements to Monroe County Main Library and Ellettsville Branch Library including the purchase of equipment and technology in said library district (the "Project"); and

WHEREAS, the estimated cost of the Project at the present time is in the approximate amount of One Million Eight Hundred Thousand Dollars (\$1,800,000), and the Board finds that no provision has been made on account thereof in the existing budget; that a need exists for the making of an additional appropriation for such purpose; now therefore,

BE IT RESOLVED by the Board of Trustees of Monroe County Public Library that an appropriation of the proceeds of the General Obligation Bonds of 2011 in the amount of One Million Eight Hundred Thousand Dollars (\$1,800,000) be and the same is hereby made to be applied on the cost of the Project, said appropriation to include the incidental expenses necessary to be incurred in connection with the Project and the issuance of bonds on account thereof; that said appropriation shall be in addition to all appropriations provided for in the existing budget, and shall continue in effect until the completion of the Project.

*Passed and Adopted this 26th day of October, 2011.*

---

President, Board of Trustees

ATTEST:

---

Secretary, Board of Trustees

**CERTIFICATE RE ADDITIONAL APPROPRIATION**  
**MONROE COUNTY PUBLIC LIBRARY**

To the Department of Local Government Finance:

I, Stephen C. Moberly, hereby certify that I am the duly elected, qualified and acting Secretary of the Board of Trustees of Monroe County Public Library, a library in Monroe County, Indiana, organized and existing pursuant to I.C. 36-12-2.

I further certify that attached hereto are full, true and correct copies of the following:

(a) Minutes of a meeting of the Board of Trustees of Monroe County Public Library held on October 26, 2011, which minutes include a resolution adopted by said Board authorizing an additional appropriation by said library for the purpose of providing funds to be applied on the cost of the renovation of and improvements to Monroe County Main Library and Ellettsville Branch Library including the purchase of equipment and technology in said library district.

(b) Proofs of publication and posting of the notice of a public hearing on said additional appropriation.

I further certify that the outstanding indebtedness of Monroe County Public Library, within the meaning of Article XIII, Section 1 of the Indiana Constitution, exclusive of the bonds proposed to be issued, designated "General Obligation Bonds of 2011," in the amount of \$1,800,000, is in the amount of \$1,281,617.10.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of Monroe County Public Library on this, the 26th day of October, 2011.

\_\_\_\_\_  
Secretary

# **Monroe County Public Library Proposal to Charge for Meeting Room and Auditorium Use October 2011**

## **Recommendation**

At the September meeting, the Board requested a revised proposal, with options for charging three audiences – not-for-profit groups, businesses, and private individuals – for use of the Library’s facilities. The details below outline how we would propose to do that.

This proposal provides details necessary for the Board to answer three questions:

1. Which customer groups will pay fees to use Library facilities?
2. What fees will each group pay?
3. What conditions of use will apply to each group?

I must also report that department managers discussed the proposal at their meeting on October 13 and they do not support the proposal. In addition to their practical concerns about managing competition for meeting room space between not-for-profits and businesses and differing rules for sales by the two groups, they shared a belief that the library should focus on use for public purposes, rather than business or private purposes.

### **1. Which Customer Groups Will Pay Fees to Use Library Facilities?**

In order to expand access to new audiences and to use meeting rooms to their capacity, we propose to allow meeting room use by Monroe County businesses. We would plan to begin on January 1, 2012 allowing businesses to reserve the auditorium and meeting rooms 1A, 1B, 1C, 1B/1C combined at the Main Library. We have not included 2B or 2C, because those rooms are primarily used for library programs and staff meetings; Indiana Room 207 because it will be eliminated in the next phase of renovation; the Board Room because it is inaccessible after 5 p.m.; or the Ellettsville meeting room, because it is the only meeting space available at the branch and is used for library programs, library staff meetings, as well as by not-for-profit groups.

Because of the library’s mission of “strengthening community,” we do not propose to charge not-for-profit organizations for use of meeting rooms.

In response to concerns about noise and competition with not-for-profits during evening and weekend hours, we do not propose to allow meeting room use by private individuals at this time. If implementation of business use within the fee environment goes well and additional capacity remains, we may consider adding this audience in a year or two.

### **2. What Fees Will Each Group Pay?**

To maximize income from business users, we propose that the library charge business users a rate of \$75/hour for smaller rooms and \$150/hour for the auditorium and 1B/1C combination.

**Assumptions.** We included five meeting rooms in the models (Table 1). Not included at the Main Library are the art gallery, atrium, 2B, 2C, Indiana Room 207, or Board Room. The Ellettsville Branch meeting room is also not included. Usage between June 2010 and May 2011 for the five included spaces is shown in Table 1.

<b>Table 1: Meeting Room Use by Not-for-Profit Groups, June 2010 - May 2011</b>				
<b><i>Current Patron Requests</i></b>	<b><i>Capacity</i></b>	<b><i>Requests 6/10 – 5/11</i></b>	<b><i>Uses =10% of Current Usage</i></b>	<b><i>Uses = 5% of Current Usage</i></b>
Auditorium	144	165	17	8
Room 1B+C Combo	144	38	4	2
Room 1A	20	267	27	13
Room 1B	84	99	10	5
Room 1C	60	194	19	10
<b>TOTAL</b>		<b>763</b>	<b>77</b>	<b>38</b>

We assumed that, if the Board chose to charge all three audiences, fees for not-for-profit users would be substantially less than those charged to the business and private users.

We further assumed that average length of a meeting would be 1.5 hours.

We assumed no change in the current calendar windows, with the library having exclusive access to reserving rooms for library programs in advance of the three-month window for community reservations, and not-for-profit groups, businesses, and individuals being allowed to reserve rooms no more than three months in advance.

**Revenue Projections.** To project potential revenue, we created models that assume that businesses and private individuals would account for 10% or 5% of total current use. We further assumed that, if fees were charged, use by not-for-profit groups would decrease and created models that projected 75%, 50% and 25% of current use by this group.

For each projected percent of usage, we used two pricing models:

- Fee per use, with a higher fee for auditorium and 1B/1C combined
- Fee per hour, with a higher fee for auditorium and 1B/1C combined

As Table 2 shows, potential revenue ranges from \$4,830 per year, if businesses reserved rooms 77 times and paid a per-use fee of \$50 for single meeting rooms and \$100 for double rooms or auditorium, to \$48,903 per year, if businesses and private individuals accounted for 15% of use and paid \$150/\$75 per hour fees, and not-for-profit use continued at 75% of current rates and these groups paid \$60/\$30 per-hour fees. Other combinations are detailed in the table, and possible revenue combinations are summarized beneath it.

<i>Audience</i>	<i>Percent of Current Usage</i>	<i>Auditorium/Meeting</i>		<i>Range</i>	
		<i>Fee per Use</i>	<i>Fee per Hour</i>	<i>Low</i>	<i>High</i>
Businesses	10%	\$100/\$50		\$ 4,830	
Businesses	10%		\$150/\$75		\$ 10,867
Private/Social	5%	\$100/\$50		\$ 2,415	
Private/Social	5%		\$150/\$75		\$ 5,434
Not-For-Profits	75%	\$50/\$25		\$ 18,113	
Not-For-Profits	75%		\$60/\$30		\$ 32,602
Not-For-Profits	50%	\$50/\$25		\$ 12,075	
Not-For-Profits	50%		\$60/\$30		\$ 21,735
Not-For-Profits	25%	\$50/\$25		\$ 6,038	
Not-For-Profits	25%		\$60/\$30		\$ 10,867
Revenue Range: Businesses Only (10%)				\$ 4,830	\$ 10,867
Revenue Range: Businesses + Private Only				\$ 7,245	\$ 16,301
Revenue Range: Business + Private + NFP 25%				\$ 13,283	\$ 27,168
Revenue Range: Business + Private + NFP 50%				\$ 19,320	\$ 38,036
Revenue Range: Business + Private + NFP 75%				\$ 25,358	\$ 48,903

### **3. What Conditions of Use Would Apply to Each Group?**

**Policy Changes.** We have attached draft language for adapting the existing meeting room policy to accommodate use by businesses. Changes include:

- Adding language allowing business use of meeting rooms
- Reserving the right to request proof of not-for-profit status
- Defining meetings of not-for-profit groups as public and those of businesses as private, if requested
- Allowing businesses to charge admission or sell products within the meeting room
- Requiring businesses to include language in advertisements of events held at the library that make clear that the library is not a sponsor nor does it endorse the business or its products or services.
- Establishing conditions for refunds if the meeting room use is cancelled by a business or by the library.

**Reservations.** After several conversations with Evanced, our meeting room software vendor, we believe that we can employ the software in a fee-based environment to manage reservations. The cost of implementing this feature in Evanced will be \$500 for initial set-up and \$100/year for maintenance. We can configure the software to manage different fee structures for reservations by not-for-profit, business, and private groups and make the necessary adjustments to our web pages. Although Evanced does have capability to create a separate fee structure for extended hours beyond the library's normal

open hours, at present it does not allow us to create different time frames to opening reservations or to limit access to meeting room reservations within the normal operating hours of the library.

Currently, about two-thirds of meeting room reservations are completed online; the only staff time involved is in approving requests. The Evanced software will now require requesters to enter a credit card number, in addition to a library card number. The remaining one-third of not-for-profit representatives make meeting room reservations on the phone or in person; we will enter credit card information on their behalf. The credit card will be charged when the reservation is confirmed (usually within 48 hours; over holidays when the library is closed, the delay may occasionally be 72 hours).

**Equipment and Services.** Due to staffing constraints, we propose to offer the equipment and services we already provide:

- Ceiling mounted LCD projectors (but not laptop computers or other peripherals)
- Tables and chairs in a standard set-up
- Access to kitchen facilities

We will request that all groups leave the meeting rooms in the state in which they found them, with furniture re-set to the standard set-up, projector cords remaining, kitchen clean, etc. Our meeting room policy already outlines conditions in which we would assess damage charges.

# Meeting Room Policy

(showing proposed additions underlined and deletions ~~struck through~~)

Monroe County Public Library (MCPL) provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the library's mission. The meeting rooms are available to all community, nonprofit group organizations on equal terms regardless of opinion or affiliation free of charge. Some rooms are also available to local businesses for a fee established annually by the Board of Trustees in the library's Fee Schedule. The library does not sponsor or endorse the views of any group using the meeting rooms.

This policy is for use of the library for outside groups and does not apply to library programs, library sponsored programs, or approved use by MCPL-affiliated groups.

## General Guidelines:

The library administration has written procedures for the use and scheduling of the meeting rooms that are in the best interest of the library and the community. A meeting room application must be completed to reserve a meeting room.

The person filling out a meeting room reservation must have a library card from Monroe County Public Library.

Nonprofit organizations and businesses may reserve meeting rooms up to three months in advance, as available, up to 20 times a year.

The meeting rooms of the library ~~will only~~ may be scheduled during hours that the library is open to the public.

The library reserves the right to:

- share the contact information of any individual/organization that books a meeting room, if a request is made by a member of the public.
- preempt or reschedule meetings when the library needs the meeting room space.
- refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, fails to follow the library's Behavioral Rules, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive. Failure to vacate a room as scheduled will be considered disruptive.

The library may cancel scheduled room use when library policy has been or will be violated. The library's Art Display Policy shall apply in a meeting room when it is being used for an art exhibition.

## VERSION 1: WITH SALES FOR BUSINESS

### Use by Nonprofit Organizations

~~Nonprofit Local group organizations~~ operating in Monroe County ~~not operating for profit~~ may use the reserve rooms up to three months in advance. Use by nonprofit organizations is free of charge as available up to 20 times per year. Nonprofit ~~group organizations~~ may be asked to provide a copy of their IRS Form 501(c)(3), Articles of Incorporation or a Tax Exempt Certificate.

The public is welcome to all meetings for which no meeting room fee is charged.

~~For nonprofit organizations, With regard to meeting room use,~~ no charge may be made for admission and no free will collection may be made in the library. Items, services, and memberships may not be sold or promoted. ~~There may be no mention or presence of anything that could result in income to the organization group or individuals involved with the organization group.~~

If Community Access Television Services (CATS) is scheduled to tape or broadcast a public meeting, it is the responsibility of an organization to contact both the library administration and CATS if the meeting has been canceled.

### Use by Businesses

Businesses operating in Monroe County may reserve meeting rooms for a fee established by the Board of Trustees in the annual Fee Schedule. They may charge an admission fee and sell products or services within the confines of the meeting room only. No signs may be posted or brochures distributed elsewhere on library property.

Payment for use by a local business is due when the reservation is made.

The business reserving the meeting room determines whether the gathering will be open to the public.

The library may not be identified or implied as a sponsor. All printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Monroe County Public Library."

If a business cancels a reservation less than one week before the meeting was scheduled, no refund will be made. If a business cancels a reservation more than one week before the meeting was scheduled, the library will refund 50% of the fee. If a business cancels a reservation more than two weeks before the meeting was scheduled, the library will refund the entire fee. If the library cancels the meeting, the business will receive a full refund.



## VERSION 1: WITH SALES FOR BUSINESS

### **Facility Setup:**

Each meeting room has a set configuration. The library provides no setup at the Ellettsville Branch or Main Library. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure. All meeting room users are responsible for meeting room setup and cleanup.

~~Organizations~~Groups that require use of library equipment for their meeting should arrive at least a half hour before the meeting if they have any questions about equipment.

The library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The library cannot store supplies or equipment belonging to a group. All materials left are turned into Lost and Found.

Light refreshments may be served during meetings in all public meeting rooms except the Auditorium. The group using the room must provide supplies and equipment for serving refreshments. The library does not have full kitchen facilities. ~~Organizations~~Groups are responsible for cleanup after a meeting.

### **Meeting Room Usage Subject to Clean-up Fees:**

If a group fails to leave a meeting room in its original configuration and condition, and/or does not vacate the room by the scheduled reservation time, it will be charged a fee, as approved annually by the Board of Trustees in the Fee Schedule.

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*Adopted by **Board of Trustees** 4-21-04*

*Amended by Board 6-15-11*

# Meeting Room Policy

(showing proposed additions underlined and deletions ~~struck through~~)

Monroe County Public Library (MCPL) provides meeting rooms for public use. The Meeting Room Policy is developed in accordance with the library's mission. The meeting rooms are available to all community, nonprofit group organizations on equal terms regardless of opinion or affiliation free of charge. Some rooms are also available to local businesses for a fee established annually by the Board of Trustees in the library's Fee Schedule. The library does not sponsor or endorse the views of any group using the meeting rooms.

This policy is for use of the library for outside groups and does not apply to library programs, library sponsored programs, or approved use by MCPL-affiliated groups.

## General Guidelines:

The library administration has written procedures for the use and scheduling of the meeting rooms that are in the best interest of the library and the community. A meeting room application must be completed to reserve a meeting room.

The person filling out a meeting room reservation must have a library card from Monroe County Public Library.

Nonprofit organizations and businesses may reserve meeting rooms up to three months in advance, as available, up to 20 times a year.

The meeting rooms of the library ~~will only~~ may be scheduled during hours that the library is open to the public.

The library reserves the right to:

- share the contact information of any individual/organization that books a meeting room, if a request is made by a member of the public.
- preempt or reschedule meetings when the library needs the meeting room space.
- refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, fails to follow the library's Behavioral Rules, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive. Failure to vacate a room as scheduled will be considered disruptive.

The library may cancel scheduled room use when library policy has been or will be violated. The library's Art Display Policy shall apply in a meeting room when it is being used for an art exhibition.

~~With regard to meeting room use, n~~No charge may be made for admission and no free will collection may be made in the library. Items, services, and memberships may not be sold or

## VERSION 2: WITH NO SALES

~~promoted. There may be no mention or presence of anything that could result in income to the organizationgroup or individuals involved with the organizationgroup.~~

### **Use by Nonprofit Organizations**

~~Nonprofit Local grouporganizations operating in Monroe County not operating for profit may use the reserve rooms up to three months in advance. Use by nonprofit organizations is free of charge as available up to 20 times per year. Nonprofit grouporganizations may be asked to provide a copy of their IRS Form 501(c)(3), Articles of Incorporation or a Tax Exempt Certificate.~~

The public is welcome to all meetings for which no meeting room fee is charged.

If Community Access Television Services (CATS) is scheduled to tape or broadcast a public meeting, it is the responsibility of an organization to contact both the library administration and CATS if the meeting has been canceled.

### **Use by Businesses**

Businesses operating in Monroe County may reserve meeting rooms for a fee established by the Board of Trustees in the annual Fee Schedule.

Payment for use by a local business is due when the reservation is made.

The business reserving the meeting room determines whether the gathering will be open to the public.

The library may not be identified or implied as a sponsor. All printed material advertising the meeting, including newspaper advertisement, must include the following disclaimer: "Use of library meeting space does not constitute endorsement of this organization, this program or its content by the Monroe County Public Library."

If a business cancels a reservation less than one week before the meeting was scheduled, no refund will be made. If a business cancels a reservation more than one week before the meeting was scheduled, the library will refund 50% of the fee. If a business cancels a reservation more than two weeks before the meeting was scheduled, the library will refund the entire fee. If the library cancels the meeting, the business will receive a full refund.

## VERSION 2: WITH NO SALES

### **Facility Setup:**

Each meeting room has a set configuration. The library provides no setup at the Ellettsville Branch or Main Library. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure. All meeting room users are responsible for meeting room setup and cleanup.

~~Organizations~~Groups that require use of library equipment for their meeting should arrive at least a half hour before the meeting if they have any questions about equipment.

The library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The library cannot store supplies or equipment belonging to a group. All materials left are turned into Lost and Found.

Light refreshments may be served during meetings in all public meeting rooms except the Auditorium. The group using the room must provide supplies and equipment for serving refreshments. The library does not have full kitchen facilities. ~~Organizations~~Groups are responsible for cleanup after a meeting.

### **Meeting Room Usage Subject to Clean-up Fees:**

If a group fails to leave a meeting room in its original configuration and condition, and/or does not vacate the room by the scheduled reservation time, it will be charged a fee, as approved annually by the Board of Trustees in the Fee Schedule.

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*Adopted by **Board of Trustees** 4-21-04*

*Amended by Board 6-15-11*

## Monroe County Public Library 2012 Fee Schedule

Overdue Fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Lost items	Varies
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for Those Who Live Out of County	\$3/name
Genealogy Research for Those Who Live Out of County	\$10/request
Test proctoring	\$30/test
<u>Meeting Room and Auditorium Fees for Businesses Operating in Monroe County</u>	<u>\$150/hour for Auditorium and 1B/1C combined</u>  <u>\$75/hour for 1A, 1B, 1C</u>
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour Equipment damage or replacement: Cost + \$10 service fee
CATS Dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1/disc

Adopted by the Board of Trustees December 15, 2010  
Revised August 17, 2011

**2012 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE**

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the Library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2012, the Town shall pay \$13,371. Such payment shall be in equal installments of \$3,342.75, payable at the beginning of each quarter of the calendar year 2012 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, **Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation**, and other appropriate public meetings.
3. The Library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:

Town of Ellettsville	Monroe County Public Library
221 North Sale Street	ATTN: Director
Post Office Box 8	303 East Kirkwood Avenue
Ellettsville, IN 47429	Bloomington, IN 47401
6. This agreement is for a period of one year.
7. Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.



ELLETTSVILLE TOWN COUNCIL

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Name/Title: \_\_\_\_\_

DAVID B. DRAKE - PRESIDENT

Date: \_\_\_\_\_

9/26/11

Attest: \_\_\_\_\_

*[Handwritten Signature]*

Sandra C. Hash, Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Sara Laughlin, Director

Michael White, CATS Manager

## Leadership Development Series

As the next step in our staff development, we propose to contract with The Singer Group for a series as outlined in their proposal attached. We view this leadership development as another piece of the library's people management system. The outcomes we seek are:

- Confident, connected, creative managers who can lead the library in a time of rapid change.
- Consistency across the library in understanding and applying good management practice.
- A solid structure for providing support for managers.

We received three proposals and shared them with managers. The managers selected two for presentations on October 6. They selected The Singer Group for several reasons:

- Their costs were comparable to those of the other two \$35,000 compared with \$36,465 and \$38,255. We estimate travel expenses will be no more than \$5,000, higher than for the other two groups, both based in Indianapolis, and making the total costs very similar for the three.
- They promised to "co-create" the learning with us. We saw them do this for our classification and compensation study. We also saw them stick to their guns when, in their judgment, what we were proposing would not work. We think this combination of flexibility and strength will work well for us.
- We have a positive working relationship with them and they are more familiar with our culture than the other two firms, having interviewed many individuals, studied our organizational chart and individual jobs, and designed a classification and compensation system for us.
- They proposed to incorporate projects tied to our strategic initiatives; at the same time, they stressed that the point is to stretch ourselves, not to fully succeed. While the other consultants also incorporated projects, their list of suggested projects was more internally focused. Turning outward is a very important strategic shift and we would like to use every available opportunity to reinforce those behaviors.
- They mentioned learning how to impact "influencers," a sophisticated strategic positioning concept.
- Their outcomes included increased reflection. The capability of questioning ourselves as a key skill going forward.
- In addition to Paula Singer's extensive experience in management, she served as executive director of a public sector union, so she has a unique ability to provide advice and support for our managers in this environment which is new to us.

Paula Singer will be making eight visits to Bloomington. We will be taking advantage of phone, e-mail, and Skype in planning and coaching, in order to make maximum use of her time at the library.

We have tentatively scheduled the eight sessions as follows:

December 8, 2011: Initial meeting with managers to refine design, select projects, begin self-assessment, and establish communications methods

February 16, March 22, April 19, May 24, July 19, August 30, 2012: Learning sessions

November 15, 2012: Follow-up session

Budget permitting, we hope to repeat the series in 2013 with coordinators.





*Presents to*

*Monroe County Public Library*



303 E. Kirkwood Avenue  
Bloomington, IN 47408

A Proposal to Conduct

***Management Team Training and Development***

***September 6, 2011***

***We can't solve problems by using the same kind of thinking we used when we created them.—Albert Einstein***

These words have never been truer than they are for twenty-first century managers and leaders. Today's successful manager or leader is not working in the world into which he or she was born. The operating environment is increasingly unpredictable, and changes rapidly. Peter Vaill, in his book *Managing as a Performing Art*, labeled this environment "permanent whitewater". Twenty-first century leadership is neither rule-bound nor top-down; it is more team-based, networked, and collaborative (Olson and Singer, ALA 2004). Leadership fluctuates and is awarded to the person with the right knowledge, skill or ability at the time. We are all leaders in our own libraries. It follows that learning is a foundational element of effective leadership; leaders must be skilled at critical thinking and problem solving, creativity and innovation, and communication and collaboration. The most effective leaders understand that they need to continue to learn as they lead, and must lead in a way that encourages others to learn; they adopt learning as a way of being.

The Singer Group values learning that is highly experiential, interactive, skills-based, and very practical so that participants will be able to apply what they learn directly to their work. We blend experience with content in a way that speaks to the varied learning styles of participants. As you review this proposal, you will notice that we ensure the experience is customized and responsive to the group's needs and we are able to make adjustments in real time.

We are also sensitive to the evolving needs, multiple projects, and budget constraints of MCPL and will work with the Library Director, HR Director and managers to ensure that the learning experience we create together delivers the desired outcome within the framework of your time and budget.

### **Context**

MCPL aspires to be a dynamic library, essential to thoughtful, productive community life, and always meeting the evolving needs of the community. As a highly rated Top Ten American Library as ranked by Hennen's American Public Library Rating (HAPLR index), MCPL is dedicated to enriching individual lives and strengthening the community by offering equitable access to information and opportunities for literacy, learning, and enjoyment. To help move the library forward, and in consideration of its stated strategy to attract and develop top quality staff, MCPL wishes to train its 11 managers as a cohort. Many of these individuals moved up through MCPL's staff ranks as outstanding individual contributors, but have had little supervisory or management training or coaching. MCPL thinks the time is right to train the group together in management and leadership.

MCPL is unionized and management principals will be shared in this context. That is, any policies or procedures outlined in the current collective bargaining agreement will be accounted for in program design. Staff members have also completed and are working on process improvement projects. Accordingly, the ideas, values and language of process improvement will also be part of the language and design of these training and development activities. Finally, knowing that MCPL is heading into a community listening/strategic planning process in the near future, some activities might be placed in that context.

### **Desired Outcome**

Based on our conversation, the desired outcomes of the management training and development are:

- Confident, connected, creative managers who can successfully model and lead the library's focus on customer results in a time of rapid change
- Consistency across the organization in understanding and application of good management practice
- Solid structure for providing support for managers.

Learning and modeling these skills will benefit each manager, his/her team, the library as a whole, as well as the community. An additional outcome of this training and development program will be the successful completion of at least three collaborative projects that move the library's agenda, strategic initiatives, and goals forward.

## Structure

We propose that this training and development initiative consist of six face-to-face sessions over seven months, as described below supported by interim activities and a touch base/reinforcement session three months after the last session<sup>1</sup>.

Prior to the first meeting, we will communicate with MCPL's Director so that she is well aware of the goals and content of the training and can support and reinforce the learning on-the-job. There will be regular check-ins with the Library Director about the learning and the team's progress. Having said that, confidentiality and "who said what" during group discussions will be maintained.

The group will meet once a month, on Thursday mornings, for 3-5 hours or as scheduled. I will be available on Wednesday evenings for meetings as well as on Wednesday *or* Thursday afternoon for coaching individuals and projects.

Between these meetings, the members of the management team will continue their learning by interacting with each other in Lunch and Learn discussions, working on their projects, journaling their reflections, reading and reflecting on appropriate materials, and other activities. I believe this structure will best support the development of management and leadership skills and give all the time and context needed to learn from experience and reflection.

## Pre-Meeting Meeting

There have been a number of topics identified by MCPL and its managers for inclusion in this program. They include the following (not in any order):

- *Who am I as a manager? As a leader? What are my development needs?*
- *Listening/speaking; interpreting; discussion v. dialogue*
- *Hiring/Orientating/Onboarding/Setting expectations, making requests, influence skills*
- *Team development*
- *Coaching, giving feedback and staff development*
- *Compliance topics – FMLA, FLSA, personnel policies, resolving problems, positive discipline, managing under the collective bargaining agreement,*
- *Work planning, delegation, creating accountability*
- *Creating a culture that energizes*
- *Change management and managing transitions, building resilience, embracing resistance (we'd focus this around the project)*
- *Creating a positive culture, building trust (while a separate topic, it will be the theme that runs throughout all the sessions).*
- *Influence*
- *Leadership: Challenging the process, inspiring a shared vision<sup>2</sup>*
- *Leadership: Enabling others to act, modeling the way, encouraging the heart*

In addition to content, I anticipate that MCPL managers will be asked to complete two assessments designed to promote personal awareness and self-understanding of their personality preferences and managerial (or other) styles. Coaching to support results of the assessment(s) is provided in this proposal, as is additional coaching to support development throughout the program.

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<sup>1</sup> It is proposed that the pre-meeting (see below) take place in early October and sessions take place in November, early December, February, March, April and early May. If you'd like an optional January session, Laura could do a session on performance management. Please note that I am available on site during the first week of January only, and available for project and individual coaching throughout the month.

<sup>2</sup> These are the competencies identified by Kouzes and Posner as the five fundamental practices of exemplary leadership. While we've talked about both management and leadership, depending on needs and time, it could be that this topic is held for another session. Just as an aside, there is a 360 leadership practices inventory that can support individual and group learning.

*(Please note that I've grouped them in one way I might link them in a session – just preliminary thoughts; italicized topics are ones I'm suggesting)*

Because MCPL has a culture that values high participation, to fully develop the program I suggest that we invite the members of the management team to provide input into its design. One way to do this is to engage in a conversation about the issues they are facing as managers. This would lead to an identification of the topics to be covered.

In addition, or as an alternative, I can develop and send a Zoomerang needs assessment survey with the topics noted above along with other relevant topics. There would also be room for the managers and Library Director to share other learning needs. The needs assessment could not only identify topics, but could do so within an identified timeframe as well (e.g. within 3/6/18/24 months). This would help set priorities for the training and ensure that your managers' needs are met.

While soliciting input into program design, it will be acknowledged that there are certain baseline topics specified by the Library Director and HR Director that will be included, as they have a system wide or legal impact on the library.

Given time, during this pre-meeting, we will get started by talking about learning and barriers to learning for adults, self-awareness, management styles, and why all of this is important. We could also use this time to review how we will work together along with the basic components of the program. This might be the time to discuss projects, which could be selected at the next meeting. Finally, I suggest that naming this *training event* become an agenda item during this pre-session.

### **Learning Sessions**

Each meeting will be an intensive skill-building process. The process will be experiential with a theoretical framework. The content will be based on the outcome of the needs assessment.

Each session will have the following components:

Theory – about the topic

Practice – what we are learning via role playing (AKA training with feedback), case studies, assessments and/or exercises

Reflection – what did I learn? How can I apply it to my work as a manager at MCPL? In my life?

### **Projects**

Groups of three to four managers will select and work on a project that impacts the library as a system. The project might be the improvement of an important process, the collection and analysis of community data along with recommendations for changes to a library operation/program or service, the development of key community partnerships, etc.

I will work with the Library Director to identify projects. We will all work together to discuss how and when to report project progress and how and when to use the Library Director as a resource.

### **Final Session**

During the final session of the series, managers will make presentations on what they have learned over the course of the program. The meeting will be designed so the focus is not on the project they did or on “look how well I have done” but on the learning that has taken place for each of them. Each participant will articulate a Plus/Delta about their project (i.e. what went well and what they would do differently), how they worked with the team, and what they learned. We feel this is an essential learning piece that enables managers to learn from their experience and prepare to apply their learning to new situations. This might be a time for the Library Director to join the group. A celebration certainly follows this session!

## Follow-Up

This proposal includes several kinds of follow-up.

**For the Library Director:** monthly conference calls *or* face-to-face while on site of up to one hour each, to provide brief updates, discuss projects, answer questions, and address any concerns.

**For Participants:**

- I will be available for individualized attention and support for MCPL managers and projects. I will ask them to book face-to-face time in advance during periods when I am on-site.
- For each manager, an additional two hours of individual coaching over the 7 months are included in this proposal (22 hours).
- In addition, after participants receive feedback from assessments taken (up to two), I will be available (face-to-face, SKYPE or telephone) if desired for up to one-half hour (11 hours).
- I will also be available for the additional coaching at the rate noted below.
- Lunch and Learns - I will meet with participants via Skype twice to discuss what they are learning from reading assignments.

**For Projects:**

- Project coaching: I will be available to advise and/or coach each project team following each session, or the evening prior.

Note: All coaching is intended to be a supporting resource, not a mandatory obligation. The conference calls will be recorded for any group members who are not able to participate.

## Activities that will Reinforce Learning

### ***Learning Journal***

An essential skill of leaders is to continually reflect, act, assess, and use feedback in order to change and grow. Each participant will be asked to keep a Learning Journal in which they reflect on what is working (or not) for them. During the pre-meeting, we can discuss how these reflections are shared and with whom.

### ***Lunch and Learn Events***

The managers will also meet on their own each month to discuss a topic or reading assignment with each other.

### ***Reading***

As part of this program, members of the management team will be assigned to read articles chosen for their relevance to the group's needs.

## **Investment**

The investment for management training and development along with coaching is: \$35,000 plus usual customary expenses at our cost.

This fee includes:

- Six learning sessions over seven months *plus* one pre-meeting and one follow up session three months after the last session (8 total)
- Project and individual coaching: 3 hours while on-site prior to or following each session (24+ hours)
- Zoomerang needs assessment survey design, analysis and feedback
- Customized training and development design and delivery
- Assessment selection and analysis (up to two), the development of group profiles \Up to 11 additional hours of coaching pertaining to 2 assessments<sup>3</sup>
- Up to 22 hours of coaching/ 2 additional hours per manager<sup>4</sup> over the life of the program focusing on development, work issues, or other relevant goals

<sup>3</sup> Additional coaching is available at the rates noted below.

<sup>4</sup> In addition to face-to-face coaching sessions while on-site

- One hour update conversation with Library Director each month.

*Expenses are in addition to this fee. Expenses include usual and customary travel expenses at our cost as well as the cost of the assessments.*

**Additional work** may be contracted by mutual consent at the following rates:

**On site:** \$ 2,400/day

**Off-site including coaching:** \$175/hour

**Off-site coaching in January 10 – February 8:** \$125

**Design and development of additional session:** \$2,000

If Laura conducts performance management training, the fee will be:

**On site:** \$ 1,600/day

**Off-site:** \$125/hour

I will invoice you 20% of the project cost upon acceptance of the proposal and 10% plus expenses at the completion of the pre-meeting and of each session.

We are flexible in our approach to providing Management Team Training and Development for Monroe County Public Library and are willing to discuss options and make changes as the project progresses

If you have any questions or would like more information, please do not hesitate to contact me at (410) 561-7561 or [pmsinger@singergrp.com](mailto:pmsinger@singergrp.com).

Proposal accepted by:

\_\_\_\_\_  
For Monroe County Public Library

Date: \_\_\_\_\_

**Paula M. Singer**  
For The Singer Group, Inc.

Date: September 6, 2011

The Singer Group, Inc., is a management consulting firm, established in 1983 and is wholly owned by its President, Paula M. Singer, Ph.D. Following is her bio, as well as references for similar work. We encourage you to contact any of our references for additional information.

**Dr. Paula D. Singer**  
*Present Responsibilities*

Paula M. Singer, PhD, is owner and President of The Singer Group, a management consulting firm she founded in 1983. Her individualized approach and commitment to excellence have resulted in a track record of success with an impressive client list. With expertise in compensation, classification, organization development, staffing, strategic planning, and change management, Paula brings a balance of broad perspective and specific focus to each project.

*Faculty Experience*

Paula is an Associate Faculty Member of Johns Hopkins University Carey Business School and Bloomberg School of Public Health.

*Experience*

During her 25 years of consulting, Paula has effectively directed a wide range of studies for clients in the public, private and non-profit sectors. She works with clients in a highly interactive, collaborative way to deliver customized products tailored to each client's needs.

*Education*

Before founding The Singer Group, Paula held a variety of positions in private sector and nonprofit organizations. She was the Manager of Human Resources for a subsidiary of the Bendix Corporation, worked in the corporate HR department of Commercial Credit Company, and served as Executive Director of a public sector union in Maryland.

Paula received her doctorate in Human and Organizational Systems from the Fielding Institute in Santa Barbara, CA. She also earned a Master of Arts degree in Organization Development at The Fielding Institute, and a Master of Administrative Sciences from The Johns Hopkins University. Her Bachelor of Science degree is in Industrial and Labor Relations from Cornell University.

*Professional Affiliations*

Paula is active in a number of professional organizations, civic groups and activities. In recognition of her significant accomplishments, Paula has been honored as one of Maryland's Top 100 Women in 1997, 1999 and 2001 and was a member of Leadership Maryland, class of 1999.

*Publications*

Dr. Singer wrote Developing a Compensation Plan for Your Library (2002, 2009), which details compensation and classification processes. The second edition of this publication was co-written with Laura Francisco of the Singer Group. Paula also co-wrote Winning with Library Leadership: Enhancing Services with Connection, Contribution, and Collaboration (2005) and Human Resources for Results: Putting the Right Person in the Right Job (2007). Succession Planning: Developing Leaders, Managing Change will be published in March 2010.



## References

### **Tulsa City-County Library System**

Ms. Shauna McConnell, Director of Human Resources  
 400 Civic Center  
 Tulsa, OK 74103  
 Ph: (918) 596-7887 e-mail: [smcconn@tulsalibrary.org](mailto:smcconn@tulsalibrary.org)

### **Infopeople**

#### ***Various Webinars***

Holly Hinman, Director  
 Ph: (626)796-0913 e-mail: [hinmanh@infopeople.org](mailto:hinmanh@infopeople.org)

Cheryl Gould  
 Trainer Evaluator and Support  
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### **Metropolitan Library System**

Ms. Donna Morris, Executive Director  
 300 Park Avenue  
 Oklahoma City, OK 73102  
 Ph: 405-606-3726 e-mail: [dmorris@metrolibrary.org](mailto:dmorris@metrolibrary.org)

### **Peoria Public Library**

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 107 N.E. Monroe  
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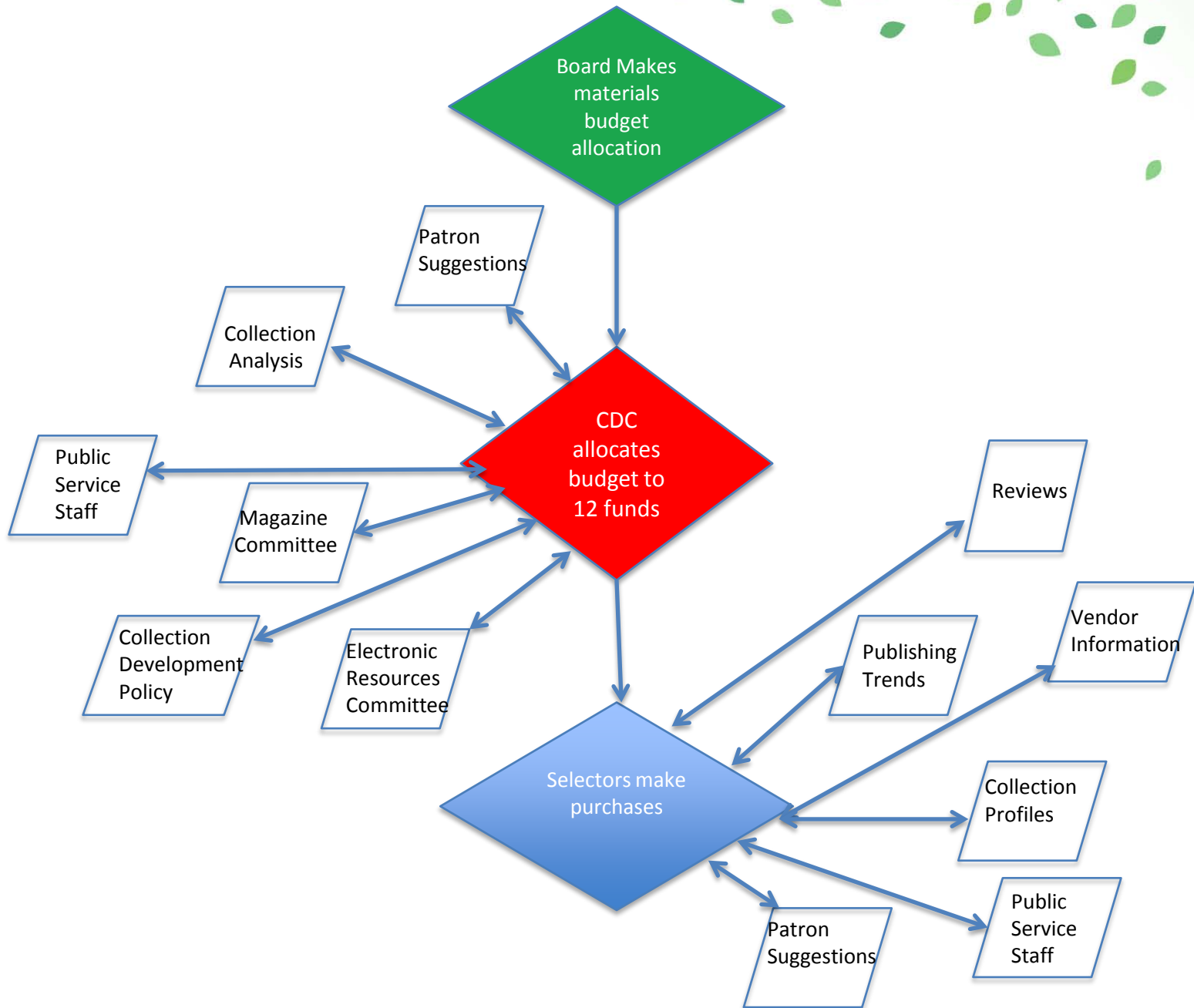
# Materials Management - Budget Allocation

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**The goals that drive Collection Development are:**

- **Provide responsive service that meets the community's needs and interests.**
- **Provide high quality and relevant collections with active collection management.**
- **Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.**
- **Provide services and collections to address emerging demographic trends.**

*---MCPL Collection Development Policy*



# MCPL 2011 Materials Budget



2011 %   2011 \$\$\$

<b>Books</b>	<b>54.48%</b>	<b>\$577,714</b>
<b>Reference</b>	<b>4.36%</b>	<b>\$46,210</b>
General Ref.		\$4,3389
Encyclopedia		\$2,607
Telephone Books		\$6,612
S.O. Reference		\$32,652
<b>Non-Fiction</b>	<b>14.43%</b>	<b>\$153,064</b>
General NF		\$142,659
College & Career		\$3,000
S.O. Circulating		\$6,000
<b>Fiction</b>	<b>13.06%</b>	<b>\$138,478</b>
General Fiction		\$76,261
Mystery		\$22,000
Science Fiction		\$11,000
Large Print		\$28,000
<b>Young Adult/GN</b>	<b>2.85%</b>	<b>\$30,191</b>
Young Adult		\$19,470
Graphic Novels		\$10,484
<b>Childrens</b>	<b>16.43%</b>	<b>\$174,226</b>
J Early Fiction		\$44,896
J Fiction		\$42,813
J Nonfiction		\$84,970
<b>Contingency</b>	<b>0.94%</b>	<b>\$10,000</b>
<b>Indiana</b>	<b>1.25%</b>	<b>\$13,255</b>
<b>Non-English</b>	<b>0.61%</b>	<b>\$6,468</b>
<b>VITAL</b>	<b>0.50%</b>	<b>\$5,302</b>

2011 %   2011 \$\$\$

<b>Periodicals</b>	<b>4.15%</b>	<b>\$44,007</b>
<b>Periodicals</b>	<b>4.15%</b>	<b>\$44,000</b>
<b>Elec. Resources</b>	<b>6.41%</b>	<b>\$67,973</b>
<b>Elec. Resources</b>	<b>6.41%</b>	<b>\$68,000</b>
<b>Non-print</b>	<b>34.96%</b>	<b>\$370,721</b>
<b>Non-print</b>	<b>35.00%</b>	<b>\$371,306</b>
Adult Audiobook		\$81,875
Adult CD		\$67,225
Adult DVD		\$123,000
Adult CD-ROM		\$500
Adult Electronic NP		\$9,000
J Audiobook		\$14,150
J CD-ROM		\$2,600
J CD		\$7,500
J DVD		\$60,000
J Toy		\$2,000
		<b>\$1,060,415</b>
<b>Green = Board-approved budget</b>		
<b>Red = Collection Development Committee allocation</b>		
<b>Blue = Selectors</b>		

# Annual Collection Analysis

**Completed by Collection Services staff each year since 2007**

**Data from Polaris – Lifetime circulation, annual circulation, publication year, price, number of items lost and missing**

**Collection analyzed in 78 categories at Main Library and 74 at Ellettsville.**

**Review turnover rate, loss rate, correlation between age and use, and relative use**

# Relative Use

A formula used to determine which parts of the collection are receiving high use taking into consideration its size compared to the size and use of the whole collection.

**Relative Use = % of circulation divided by % of holdings**

This statistic quickly shows the relationship between circulation/use and holdings:

- If the number is 1, this part of the collection is pulling its weight.
- If the number is higher than 1, this part of the collection is circulating more than expected and should be enlarged.
- If the number is lower than 1, this part of the collection is not circulating well and should be addressed – weeded, promoted, etc.

# Examples of Relative Use, 2008-2010

Main	2008	2009	2010
<b>Adult BOCD</b>	2.30	1.91	1.79
<b>Adult CD</b>	1.60	1.60	1.44
<b>Adult DVD</b>	4.12	3.70	3.58
<b>Fiction</b>	.75	.73	.74
<b>GN</b>	1.77	1.88	1.61
<b>J 920-21</b>	.42	.37	.39
<b>J922-69</b>	.57	.51	.50
<b>J970</b>	.32	.28	.27

Elletts	2008	2009	2010
<b>Adult BOCD</b>	2.71	1.57	1.63
<b>Adult CD</b>	1.44	1.19	1.07
<b>Adult DVD</b>	4.13	3.17	3.09
<b>Fiction</b>	.92	.77	.79
<b>GN</b>	1.09	.80	1.18
<b>J 920-21</b>	.24	.25	.23
<b>J922-69</b>	.29	.30	.28
<b>J970</b>	.09	.22	.16



**Questions?**